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ALTRAN Job Description

TITLE: Bus Driver

GENERAL SUMMARY

Under the direct supervision of the Executive Director and Operations Manager, transports the general public to and from various locations following guidance and direction by the Lead Dispatcher and Dispatcher(s). Assists elderly and persons with disabilities on and off the vehicle per ADA guidelines. Performs pre-trip and post-trip inspections daily.

Typical Duties

1. Transports general public to and from various locations in a revenue vehicle in a safe, efficient, and courteous manner;
2. Ability to relate and assist passengers that are elderly, persons with disabilities, on/off the vehicle which includes the hydraulic lift or ramp per ADA guidelines;
3. Inspects the vehicle before beginning of the shift and completes a pre-trip inspection sheet. Identifies possible maintenance issues with the vehicle and records on inspection sheet;
4. Maintains accurate records of daily rides and collects fares and tickets, using printed and/or digital driver logs. Must ensure that passengers deposit the correct fare;
5. Maneuvers a revenue vehicle (bus, van, etc.) safely in traffic;
6. Interprets dispatcher's instructions -- in particular, be able to recognize, create, and follow logical sequences for the transportation of passengers with minimal assistance;
7. Observes all traffic laws and rules, including those related to buses and public transit;
8. Uses correct FCC radio procedures in communication with dispatcher and other drivers;
9. Answers informational questions about the system and acts as a representative of the system to the public;
10. Performs post-trip inspection daily to detect and report any possible maintenance issues with the vehicle;
11. Fuels, washes, and cleans outside and inside vehicle(s), **daily**;

12. Reports all incidents and accidents immediately and accurately completes necessary paperwork;
13. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the organization;
14. Clean facility/fleet during down times;
15. Responds to emergency situations, as needed;
16. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the organization;
17. Abiding by all State, Federal and Agency Policies/Plans: ADA, Title VI, Language Altran's Policy & Procedures, and FTA-DOT drug and alcohol, etc. that the employee has received training on the same and acknowledged in signature.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel. ALTRAN must make accommodations for disabled job applicants and employees where the accommodations do not impose an undue hardship on the employer.

Minimum Employment Qualifications

Education: High School Graduate or G.E.D. equivalent
License/Certification: Chauffer's or Commercial Driver's License (CDL) with Passenger (P) endorsement, and have no more than three (3) points against their driving record. Subject to periodic driving record check through the Department of State Bureau of Driver and Vehicle Record Lookup. Must pass all drug screening protocols-MDOT & pass background check. Safety sensitive.
Knowledge: Major and local streets in all of Alger County as well as surrounding areas that are served. Ability to use the two-way radio system, training provided. Michigan traffic laws and regulations.
Estimated On-The-Job Training Period: 1-3 months
Physical Effort Required: · Must be able to stand and/or sit continuously to perform job functions.
· Must be able to physically stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb steps, crouch, handle or move passengers.
· Must be able to lift up to 50 pounds.
· Visual acuity corrected to perform job functions.
FLSA Status: Nonexempt
Environmental Conditions: · Variable Work Environments: Work is conducted indoors and out with varying environmental conditions.
· When outdoors, employee will be subjected to weather and temperature changes. Possible exposure to hot, cold, and other weather elements.

The qualifications above are guidelines: alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have read the Job Description and I understand what will be expected of me. I further acknowledge that the above statements are intended to describe the general nature and level of work being performed by people assigned to this job and they are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. I also understand that I am an AT-WILL employee of Alger Transit Authority-ALTRAN and that this Job Description does not constitute a contract of employment.

Signature _____
Date _____

