



Job Title: Driver
FLSA Status: 40 hours
Salary Grade: \$12.00 Hourly

Reports to: Transportation Manager
Department: Transportation
Location: Varies

Job Summary: As a STAR Transit driver, you will be responsible for safely operating a transit motor vehicle and providing excellent customer service. Your primary objective will be to provide safe, reliable, on time, and efficient public transportation. Represent STAR Transit in the most ethical manner to maintain the high standards of the agency.

Responsibilities Include:

- Complete training covering changes in the transportation program, reporting requirements and vehicle operation, including special equipment, as needed.
- Responsible for daily cleanliness, appearance, and sanitation of vehicle.
- Responsible for notifying Asset Management Director of any vehicle problems.
- Daily inspection of bus for defects before and after trips and submit reports to Asset Management Director indicating vehicle condition.
- Collects bus fares in accordance with STAR Transit procedures.
- Operate and maintain radio or phone contact with dispatcher and follow radio procedures at all time to maximize efficiency and report any schedule change to the dispatch office.
- Drive safely and obey all traffic laws, including following the standard operating procedures.
- Maintain a polite and safe atmosphere on the vehicles at all times.
- Provide curb to curb assistance to passengers to the extent necessary to endure a safe and comfortable ride, including: (1) assisting passengers to and from the vehicle by providing support for ambulatory persons while walking and assisting persons using mobility devices up and down the steps. (2) Using the vehicle lift, assist in positioning the mobility device onto and off the lift. After loading the passengers who use a mobility device, the driver will have to bend and/or reach to secure the mobility device to the vehicle with the four-point securement system.
- Learn STAR Transit's service areas, be alert to changes in roadways or destinations, and relay that information to the dispatch office.
- Immediately report any accidents or incidents to dispatch at the time of the occurrence.
- Maintain commitment and core values.
- Comply with changes, additions, or removals of service requests.
- Perform additional duties as required by management.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, Registrations

- Maintain and hold a Class B CDL with passenger endorsement
- Current DOT Physical

Other Qualifications

- Hold and maintain a Class "B" Commercial Driver's License with Passenger Endorsement during tenure of employment.
- Drivers will be required to complete training for Passenger Assistance Training, First Aid & CPR, Defensive Driving, and Sexual Harassment.
- Drivers must have good driving records and maintain that good driving record during employment.
- Drivers are required to complete a Criminal background and Motor Vehicle Report before employment and each year thereafter.
- Comply with all standards and requirements of STAR Transit's Drug and Alcohol Policy, Sexual Harassment Policy, and Accident Prevention Plan.
- Complete training on STAR Transit's transportation program, policies, reporting requirements, vehicle operation and the geographical area(s) in which STAR Transit operates.
- Complete training to use special equipment on vehicles such as wheelchair lifts and securement, and communication equipment (cell phones, walkie-talkies, MDCs).
- Must have the ability to drive all STAR Transit vehicles.

Education and/or Experience

High school diploma or equivalent

Computer Skills

Knowledge of computer and tablet.

Language Skills

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills

Ability to apply concepts of basic math.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities

- Must be able to work a flexible work schedule.
- Ability to work variable shifts, irregular hours, and to be available for work on a short notice.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Long periods of sitting
- Physically able to enter and exit the bus with each client
- To step-up approx. 20" to enter, bus multiple times during a shift.
- Ability to physically bend over to secure the wheelchairs to the floor multiple times during the shift.
- Ability to squat or get down on one or both knees multiple times during a shift.
- Ability to have physical strength to be able to help passengers using mobility devices.
- Ability to lift no more than 50 lbs.