Adopted:-

Amended: -

Clare County Transit Corporation

DRIVER

**Reports to**:

Operations Manager, Executive Director

**Work Schedule:**

* Required to work available schedules as determined by CCTC Operations
* Starting times for shifts range from 5:45 a.m. to 1:30 p.m. and end as late as 10:00 p.m.
* CCTC drivers work Monday-Friday with occasional special runs available on the weekend

**Fair Labors Standards Act Status:**

Non-Exempt

**Description of Position:**

CCTC drivers safely operate a range of vehicles from vans to 32’ buses primarily in and around Clare County in order to transport passengers. Drivers assist passengers embarking and disembarking the bus as well as secure passengers and mobility aids if required. Employees in the position should be professional, companionate, and responsible.

**Essential Functions:**

* Maneuver bus and/or transit passenger vehicles safely under all road and traffic conditions.
* Use good judgment in interpreting dispatchers’ instruction. In particular, be able to recognize, create, and follow logical sequences for pick up and drop off passengers.
* Observe all traffic laws, including those related to buses and public transit vehicles.
* Use correct FCC radio procedures in communication with a dispatcher.
* Keep accurate legible logs of all trips and farebox revenues.
* Function as representative of the transit agency to the public; be able to answer informational questions about the transit agency in a positive courteous manner.
* Perform a daily pre and post trip safety inspection of the vehicle.
* Respond to emergency situations according to transit training and policy.
* If necessary, complete all accident and incident reports before end of shift.
* Properly board or debark passenger mobility devices.
* Complete pickups and drop offs within the allotted periods.
* Perform routine maintenance: washing, cleaning, fueling, and adding fluids to the transit vehicles as required.
* Other duties as assigned.

**Standards and Qualifications:**

***Education and Experience.***

Must have graduated from an accredited high school or equivalent, successfully completed a driver record check through the Department of State Bureau of Driver & Vehicle Record Lookup and Criminal History check. The successful candidate will be able to show a satisfactory attendance record as well as a willingness to adapt to change in the working environment and work toward greater efficiency in operations.

The successful candidate will need to pass a pre-employment drug screen and physical by an approved medical facility.

The successful candidate will possess or be required to obtain and maintain a valid Michigan Commercial Driver’s License with the approved endorsements and maintain a valid MDOT Physical Card.

**Physical Job Requirements:**

* 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.

**Other Job Requirements**:

* Subject to random drug testing per CCTC’s Drug and Alcohol Policy and Over-the-Counter and prescription Medication Policy.
* Must possess a clear criminal record other than minor traffic violations and shall maintain that record as such as a condition of employment.
* Subject to periodic driving record check through the Department of State Bureau of Driver and Vehicle Record Lookup.
* Attend seminars, training and meetings as instructed by the Finance Director.
* Attend all employee meetings.

**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, wet, humid, or windy conditions. This includes sunshine, rain, ice, snow, or mix.
* Exposure to vibrating equipment and other environmental noise.

**Acknowledgement:**

*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 that 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 the Clare County Transit Corporation; unless I fall under the current Union Bargaining Agreement.*

Signature*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Date*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*