



Custer County, Montana
1010 Main Street
Miles City, MT. 59301

Position Description Transit Driver

April 5, 2022

Custer County is an equal opportunity employer. Custer County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This position description intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the needs of the employer change.

Job Title: Transit Driver (Part-Time)
Department: Transit
Grade: 9 step; Entry Initial Hire
Wage progression see Attachment A

FLSA Status: ☒ Non-Exempt ☐ Exempt
Reports to: Transit Supervisor

Work Unit Overview: The Custer County Transit System provides transportation services to county citizens including the elderly and developmentally disabled and handicapped individuals requiring special assistance. The county system is a demand response, which is curb-to-curb service for qualified citizens at flexible times.

Job Summary: The Transit Driver drives passenger vans, or buses to safely transport community citizens, while obeying all traffic laws. This may include transporting the public, senior citizens and/or special needs, handicapped individuals. Dial-a-ride Curb-to-Curb service, and/or other specialized trips for various purposes.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Perform visual inspections and operation safety checks on assigned vehicles used to transport community citizens to ensure it is in safe operating order. Check for mechanical and other equipment problems requiring attention and report any repairs needed.
- Check assigned vehicle for gas, oil, and water levels prior to departure and ensure any deficiencies found and noted in previous inspections have been corrected.
- Park vehicles at loading areas so that passengers can board. Assist passengers, such as elderly or individuals with disabilities on and off bus to ensure they are seated properly. Store wheel chairs and other gear that assists persons properly. Ensure all packages and other loose objects are out of the aisle and secured to prevent personal injuries from flying objects. **Drivers are not Personal Care Attendants.**
- Operate a passenger van or bus in transporting the public, elderly, or physically handicapped on a Curb-to-Curb trip according to federal and state laws and departmental policies. Transport Community citizens

and individuals with disabilities of all ages for a variety of purposes including medical appointments, work, recreation, shopping, etc. Stay in contact with Transit Supervisor to report any issues or problems.

- Read maps accurately to locate addresses and pick up, transport, and drop off passengers at their destination arranging for round trips when appropriate.
- Drive vehicle on routes scheduled according to time schedules and comply with traffic regulations to ensure that passengers have a smooth and safe ride. May confirm identification papers, collect tickets, vouchers, or money in exchange for transit.
- Maintain professionalism, patience, courtesy, and understanding in dealing with passengers to ensure the specific care required for each client is provided. Ensure safe transportation and loading/unloading of elderly and disabled persons and other persons with special needs.
- Handle passenger emergencies or disruptions by enforcing rules of conduct appropriately to maintain control of the bus/van and ensure the safety of all passengers.
- Record required operating data on daily trip record sheets such as mileage, hours of operation, log book entries, total passenger count over route for a specified time-frame and number of passengers by category according to established procedures.
- Report traffic hazards, accidents, and other notable abnormalities witnessed while operating assigned vehicle to ensure the proper county authorities can respond to it. Report delays and issues to the dispatcher or Transit Supervisor.
- Report any accident or incident the bus/van is involved in, no matter how minor, to the supervisor, and fill out any related paper work required by departmental policies. Report all accident involving death, personal injury, or property damage to the proper authorities.
- Operate lifts, wheelchairs, radios, and other specialized equipment on a variety of vehicles allotted to the transit department such as vans, buses, and cars.
- Attend driver's meetings and training programs to keep current on transit policies, trends, certifications, and improvements in transit technology and laws.
- Check vehicle at the end of shift for lost items, report findings, and clean and wash vehicles and parking areas to maintain appearance.

Non-Essential Functions:

- May perform minor repairs, mechanical adjustments, and change tires when necessary.
- May assist in coordinating transit and transportation services with cities and public and private agencies as well as other transit operators.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Work requires reaching, gripping, grasping, and repetitive motions.
- This work may entail the exertion of up to 75 pounds of force occasionally, up to 50 pounds of force frequently, and a negligible amount of force constantly to move objects and operate vehicles and equipment.
- Vocal hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, atmospheric conditions, and oils.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.* This position does not regularly supervise other county staff.

Knowledge, Skills, and Abilities:

The job requires knowledge of federal, state, and local traffic laws and regulations; bus/van/passenger vehicle operation and light maintenance, the main traffic arteries in the county, map reading, and methods of performing basic pre-trip vehicles to ensure assigned bus/van is in safe operating order.

The job requires skills in operating buses, vans, lifts, wheelchairs, radios, and other specialized equipment.

The job requires the ability to maintain required records, read and write, demonstrate physical strength and agility sufficient to assist the disabled and wheelchair clients, and display a high degree of skill in all operations of the bus.

Education and Experience:

This job prefers a high school diploma or GED and five (5) years' experience as a licensed driver, must be able to demonstrate your ability to drive a larger vehicle in the safe manner and operation of passenger vehicles; or any equivalent combination of experience and training, which indicates possession of the knowledge, skills, and abilities listed. Must pass pre-employment drug screening as well as random Drug and Alcohol screenings.

Licenses:

- Driving record verified by Montana Department of Justice request form.
- Current First Aid and CPR certification and Passenger Assistance or be willing to obtain certification when the class is offered.

Attachment A

Wage progression for Transit Drivers and Dispatchers.

The initial hiring will be at Grade 9 Entry. There is a 6-month probation period for employees. During the 6-month probation period the employee will be offered CPR/AED training. They will also be tested on driving skills and/or attending the DRIVE School in Lewistown.

After successful completion of the 6-month probation period AND the employee has completed the CPR/AED certification AND successfully completed drive testing and/or DRIVE School. The employee is then eligible to move to Grade 10 Entry.

In the event an employee is hired who possesses the above experience and current certifications, they may be considered to be hired at Grade 10 Entry.