

JOB TITLE: Public Transit Bus Driver

REPORTS TO: Director

PRIMARY DUTIES:

Transportation of riders on the Beeline Bus route.

Courtesy, kindness and respect must be given to the riders at all times.

Decision making is necessary when the riders are at risk. There will be times when you must make a 911 call. The driver is required to stay with the rider until the emergency response team allows you to go. This must be reported to the dispatcher immediately.

When you leave your bus let the Senior Center dispatcher know and when you return to the bus let the dispatcher know. It is important that the Senior Center dispatcher be able to contact you at all times.

Paperwork is filled out correctly and filed in the appropriate places.

The vehicle you drive is to be cared for. Inspection of vehicle is done daily and forms filled out. Any need for repair is relayed to the Transportation Specialist so that the repair can be fixed timely. Vehicles are to be kept clean inside and out. Remember this vehicle is on the road and is seen by the general public; it is a reflection of the Senior Center & Beeline Bus and how we care for our property and our riders. Any accident breakdown with your vehicle needs to be called into the Senior Center dispatch right away. Never leave the scene of an accident.

Working understanding and compliance with procedure and policy set forth by the Arizona Department of Transportation, ADA and Title VI.

Working understanding of the Senior Center Transportation Manual and Employee Manual that will change from time to time.

OTHER DUTIES:

Assist as needed with other tasks at the Payson Senior Center.

Be a team player – Respect and help riders – Maintain a good and professional attitude while driving and when representing the Beeline Bus.

DRESS CODE:

Clean attire daily. No tears, stains or holes in clothing. Sturdy, closed toe, non-skid shoes. You are in the weather and on unstable ground at times, dress accordingly.

Hours: 6 hours Monday through Friday 6:00 am to 12:00 pm or 12:00 pm to 6:00pm. Schedules and hours are subject to change at direction of the Director and or Board.

REQUIREMENTS:

Must be able to lift 50 pounds.

Must be able to get in and out of vehicle many times a day.

Must be able to bend, squat, reach and assist and secure clients with minimal ambulatory capability or wheelchair bound.

Must have a current Level 1 Clearance Card.

Must have a clean driving record that will be checked every year.

Must attend Defensive Driving classes every two years

Must have current PASS training certificate.

Must have a current CPR card.

Must have medical clearance before hire and continued clearance every 2 years.

Must be able to speak English and communicate clearly with staff, volunteers, clients and the public.

Good Attendance.

The Payson Senior Center is a non-profit organization. Salary and benefits are determined by funding availability. This job description is subject to change at any time.

September 15, 2018