



JOB DESCRIPTION

Transit Driver	FLSA Status: Nonexempt
Latest Review Date: 01.2025	Department: Transit
Effective Date: 01.2025	Reports to: Transportation Director

POSITION SUMMARY

Operate Transit vehicles for scheduled services as assigned. Provide safe transportation to all passengers with a focus on providing the highest level of customer service possible within the guidelines of the Transit program. This position performs regular duties across the assigned service area.

ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency wide trainings
- Must travel extensively within assigned area and occasionally out of service area
- Establish a collaborative and communicative relationship with co-workers
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

Program Specific:

- Ensure the operation of the transit vehicle is conducted safely and efficiently at all times.
- Pick up and drop off passengers, as assigned, giving assistance as needed following Transit policy. Assist disabled passengers into and out of vehicle and ensure proper securement of wheelchairs and mobility aids.
- Secure passengers' wheelchairs or mobility aid to restraining devices to stabilize them during the trip.
- Follow curb to curb or door-to-door policy as trained.
- Responsible for the proper maintenance of the vehicle, which includes ensuring that its interior and exterior meet agency standards, refueling as necessary, and promptly reporting any accidents, theft, or damage to the Transit Program.
- Accurately handle monetary fares following NEICAC fiscal procedures.
- Interact with and utilize an in-vehicle computer.
- Conduct daily pre-trip and post-trip vehicle inspections using the provided checklist; adhere to agency procedures for identifying and reporting any repair and maintenance requirements.
- Obey all local, state, and federal motor vehicle regulations.
- Maintain contact with Transit office through proper use of cell phone, in-vehicle computer, and/or land line phone.
- Report all incidents and accidents to Transit office immediately.
- Complete and submit all required Transit paperwork to the Transit office within specified timeframes.
- Must be able to communicate accurately and professionally with clients and other employees.
- Must be able to relate in a courteous and professional manner to families and agencies requesting transit services.

SUPERVISORY RESPONSIBILITIES

N/A

REQUIREMENTS

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED) required. A willingness to use electronic devices and cell phones is necessary. Experience operating large vehicles is preferred. Experience working with preschool-aged children, elderly individuals, or persons with disabilities is preferred.

PRACTICAL SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to maintain balances of funds available and funds disbursed.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES & REGISTRATIONS

Must obtain and maintain all required Transit training and certifications. Must have a good driving record and remain insurable by NEICAC's insurance carrier and carry NEICAC levels of automobile insurance. Must satisfactorily complete a Criminal Records Check.

Must satisfactorily complete Pre-Employment drug screening and is subject to random screening for drug and alcohol as required by FTA (Federal Transit Administration) regulations. Effective January 1, 1996, must test clean on drug and alcohol tests and remain clean throughout employment with Northeast Iowa Community Action Corporation Transit Program.

Class D Chauffeurs – Must have or be able to obtain a Class D Chauffeurs license

Class C Drivers - Must have or be able to obtain CDL (Commercial Driver License) Class C with Passenger Endorsement.

Class B Drivers - Must have or be able to obtain CDL (Commercial Driver License) Class B with Passenger Endorsement

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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or carry up to 50 pounds. The employee must also regularly move and maintain control of wheelchairs of 300+ pounds both pushing upward and/or restraining downward on inclines. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Must pass a DOT physical examination every one or two years and carry on his/her person a Medical Examiners Card signed by a NEICAC directed health care provider at all times while driving a Transit vehicle. Responsible for keeping DOT physical and Driver's license current. Will be asked to release driving record to NEICAC.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature _____ Date _____

Print Name _____