

VINE JOB DESCRIPTION

TITLE OF POSITION: Public Transit Bus Driver

IMMEDIATE SUPERVISOR: Transit Operations Supervisor

MINIMUM REQUIREMENTS FOR POSITION: High school degree or equivalent. Valid MN Commercial Driver's License with Passenger Endorsement. Must be able to pass a criminal background check, a motor vehicle check, and pre-employment and random drug tests.

NATURE OF WORK: Under supervision of the Transit Operations Supervisor, Bus Driver is responsible for transporting people safely to and from destinations according to routing needs while adhering to all applicable federal, state local and agency rules, regulations, and policies. Bus driver must be reliable and punctual with good interpersonal communication skills.

MAJOR JOB FUNCTIONS:

- Attend ongoing trainings required by VINE and state and federal agencies. Such training will be held in classroom or completed online.
- Drive 18-passenger bus, providing curb to curb service in a safe and timely manner.
- Driver Responsible for picking up and returning bus to designated locations.
- Perform pre-trip and post-trip inspections on assigned bus.
- Safely operate wheelchair lift and safely secure wheelchairs and other mobility devices according to ADA regulations.
- Collect and submit passenger fares, as directed.
- Accurately read maps and find addresses in a timely manner.
- Proficiently use latest routing technology, including on-board tablet computers.
- Refuel buses as needed. Be aware of any mechanical issues which may arise and report such to supervisor. Immediately inform supervisor of identified or suspected mechanical problems and complete a Vehicle Maintenance Report,
- Present a professional, courteous attitude in all circumstances. Maintain order on bus and immediately and tactfully address passenger situations that arise.
- Report all accidents/incidents and/or passenger injuries to Supervisor or Transportation Program Manager.
- Maintain a clean bus and take responsibility for picking up litter and checking for lost items at the end of daily shift.
- Maintain a professional appearance and always wear a clean TRUE Transit shirt or jacket. TRUE Transit hats are available for drivers and should always be worn in lieu of another type of hat. Jeans are allowed but must be without tears or rips. While on duty, drivers are required to wear closed toe shoes and socks.

APPROXIMATE HOURS OF WORK: This is a part time, hourly position that involves daytime hours, Monday through Friday, 8 am – 5 pm. Attendance is required at transit staff meetings, trainings, and other VINE functions, as directed.