

# JOB DESCRIPTION



**JOB TITLE:** Transit Driver  
**CLASSIFICATION:** Non-exempt  
**REPORTS TO:** Transportation Manager  
**LAST UPDATED:** January 26, 2023

## MISSION

VINE is redefining aging and promoting the wellbeing of aging adults through programming, services, and community engagement. TRUE Transit is a continuation of this mission by providing transit services to individuals of all ages and abilities in Blue Earth, Nicollet, and Le Sueur Counties.

## POSITION SUMMARY

Under supervision of the Transportation Manager, the Transit Driver is responsible for the operation of a transit bus, transporting individuals safely according to routing needs while adhering to all applicable federal, state, local rules, regulations, and policies. The Transit Driver must be reliable, punctual, and consistently display a professional, caring attitude toward passengers, providers, and contractors.

## ESSENTIAL FUNCTIONS

1. Make sound and immediate decisions at any given time based on traffic and road conditions and bus operations.
2. Pick up/deliver passengers safely per daily schedule and dispatch ride assignments which change frequently.
3. Report to supervisor and log all employment activities according to Department of Federal Motor Carrier for CDL holders.
4. Perform pre-trip and post-trip inspections on assigned bus. Immediately inform supervisor of identified or suspected mechanical problems and complete a Vehicle Maintenance Report.
5. Operate wheelchair lift safely and secure wheelchairs and other mobility devices according to ADA regulations.
6. Collect and submit passenger fares, as directed.
7. Use latest routing technology proficiently, including on-board tablet.
8. Report all accidents/incidents and/or passenger injuries to Transportation Manager.
9. Maintain a clean vehicle, both exterior and interior.
10. Attend ongoing trainings required by VINE and state and federal agencies.
11. Maintain a professional appearance. TRUE Transit apparel is provided. While on duty, drivers are required to wear closed toe shoes.
12. Perform other duties as assigned.

## COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

- Keep an updated CDL with current DOT physical card and maintain a safe driving record.
- Treat and assist passengers in a courteous, positive, friendly, and professional manner and confront situations tactfully.
- Focus on team and be willing to adapt to the needs of the VINE organization.
- Familiarity with the Blue Earth, Nicollet, and Le Sueur County area is a plus.

## EDUCATION AND EXPERIENCE

High school degree or equivalent.

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## **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

Must possess a valid MN Class C or greater Commercial Driver's License with Passenger Endorsement. Must be able to pass a criminal background check, and pre-employment drug test. Position is subject to random drug and alcohol testing. VINE requires all employees to be vaccinated against COVID-19 unless they qualify for an accommodation.

## **POSITION TYPE**

Full-time, benefits eligible. Typical 40-hour workweek has flexible hours Monday through Friday, between 6:00 am to 6:00 pm. Occasional evening or weekend hours and/or overtime may be required.

## **SUPERVISORY RESPONSIBILITIES**

This position does not supervise employees.

## **WORK ENVIRONMENT**

This position works in a commercial vehicle throughout the day in various weather conditions.

## **PHYSICAL DEMANDS**

Requires physical ability to lift, bend, stoop, and assist passengers with disabilities and passengers with carry-on parcels.

## **TRAVEL**

This position does not require travel out of the service area other than occasional MNDOT Training.

## **EQUAL OPPORTUNITY EMPLOYMENT**

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

## **SIGNATURES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_