

INCA Community Services, Inc.



Job Description

Title:	Full Time Driver	Reports to:	Route Supervisor
Program:	JAMM Transit	Status:	Full Time - Full Benefits Non-exempt - Flexible 40 hours
Approved:	February 2016		
Reviewed:	July 2023	Wage:	(see Salary Scale)

Benefits: Health and Life Insurance, Sick and Annual Leave, Funeral Leave, Retirement Program (401k), Social Security, Worker's Compensation Insurance and Unemployment Insurance. All paid holidays.

Job Summary:

The Full Time Driver is responsible for projecting a positive image of the agency at all times. Responsible for driving any and all routes assigned to them and safely operating a transit vehicle, as assigned, for the transporting of participants in the transit program. Hours will be flexible not to exceed 40 hours within any given week. The Full Time Driver shall, at all times, utilize professional and safe practices in operating transit vehicles.

This is a safety sensitive position. The Full Time Driver is responsible for being of a clear mind and creating a safe work environment not only diligently following established work guidelines but also following the Department of Transportation's guidelines on drug and alcohol misuse. All precautions should be taken to insure the safety of the participants and public.

The Full Time Driver will adhere to the guidelines in the Driver's Procedures Handbook as well as the agency's personnel policies and procedures, and obey all traffic laws.

This position has recurring access to a vulnerable population. It is a safety sensitive position.

Position requires availability to work various shifts on weekdays, weekends, evenings, and holidays.

Responsibilities and Duties:

Full Time Driver:

1. Drive vehicles over specified routes or trips to specified destinations according to time schedules, complying with traffic regulations to ensure that passengers have a smooth and safe ride.
2. Observe and follow all guidelines outlined in the Driver Handbook and agency's personnel policies and procedures.
3. Observe and follow all safety procedures and obey all traffic laws.
4. Maintains and records passenger counts, fare collections, vehicles maintenance and record data in a neat and accurate fashion, as required.
5. Performs a complete pre-trip inspection of vehicle, safety checks equipment, and informs supervisor when adjustments or repairs are necessary.
6. Assist passengers, such as elderly or disabled individuals, on and off vehicle, ensure they are seated and secured properly, help carry baggage and answer questions about schedules or routes.
7. Complies with the American with Disabilities Act (ADA) in operating the transit vehicle. This includes providing accessibility for disabled passengers to board and deboard by properly operating the accessibility lift and safely securing such passengers in a courteous manner, pre-testing all passenger accessibility lifts and equipment during pre-trip inspections.
8. Maintain cleanliness of vehicles.
9. Handle passenger emergencies or disruptions.
10. Must report all traffic accidents, citations or other incidents to the appropriate supervisor immediately.
11. Must report all off duty traffic citations to the appropriate supervisor within 7 days.

General Duties:

1. Attend work punctually and regularly to provide consistency of service.
2. Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance. This shall include defensive driving, passenger assistance and sensitivity techniques, CPR and First Aid.
3. Comply with all agency policies and procedures. Drivers shall comply with the confidential laws and regulations pertaining to privacy of the riders. Drivers will observe cell phone policies and procedures at all times.
4. At all times maintain a professional attitude and confidentiality of all records and information.
5. Demonstrate commitment to mission, values, and policies in the performance of daily routines.
6. Will adhere to the dress code set by the agency. Name tag will be worn while on duty, visible at all times.
7. Serves as a backup dispatcher when needed.
 - a. Coordinates and dispatches all bus driver assignments for public transit services in a timely manner.
 - b. Provides instruction and direction for operators to safely get riders from pickup to destination.
 - c. Identifies, checks and reports operational problems and incidents to supervisors; makes recommendations and proposes solutions to operational issues;
 - d. Greets customers, answers questions regarding routes and time schedules concerning JAMM Transit.
 - e. Assist with the verification of transportation requests with contracted transportation (such as: SoonerRide, TANF, SODA) and arrange transportation for their clients.
 - f. Notifies riders (when needed) no later than noon the day before a requested ride, the name of the driver and pick up time and/or informs the rider if no drivers are available.
 - g. Respond to emergency situations as requested including hazardous and severe weather conditions. Coordinate with supervisors, police, and other dispatches as required.

Supervisory Relationships:

Works under the direct supervision of the Route Supervisor.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

1. Strong verbal and written communication skills;
2. Accuracy and good attention to detail;
3. Ability to do the same task for a long periods of time;
4. Self-Motivated;
5. Ability to work independently and as part of a team;
6. Ability to read, interpret and implement agency guidelines efficiently and effectively;
7. Ability to deal effectively with the public;
8. Ability to utilize smartphone, tablet, or other electronic device as needed;
9. Maintain confidentiality with tact and discretion;

Qualifications:**Experience:**

1. Must have been a licensed driver for a minimum of three (3) years.
2. Must maintain a clean driving record.
3. Must have had no convictions for DWI or DUI within the immediate past five (5) years of employment, nor more than once during the immediate past seven (7) years.
4. Must have not had a chargeable accident in the last three (3) years. Shall not have more than five (5) points against their driver license within the immediate past three (3) years.
5. Must have not had a driver's license, commercial or otherwise, suspended or revoked in the last three (3) years.

General:

1. Must be at least 21 years of age or older.
2. Must have reliable transportation with at least liability insurance.
3. Preferred valid Oklahoma driver's license; preferred CDL.

4. Willing to participate in training as assigned by the immediate supervisor.

Physical Requirements:

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.

1. Sit for extended periods of time.
2. Clear and understandable speaking ability.
3. Good hearing. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
4. Speak so that others may understand at normal levels.
5. Be able to operate a motor vehicle for long periods of time.
6. Must be able to lift and/or carry 60 pounds. The weight of some wheelchairs and clients can exceed 600 pounds.
7. Must be able to stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move accordingly.
8. Some exposure to offensive language, angry individuals and threats.

General Qualifications:

Pre-employment drug testing, must pass a national criminal background check which includes criminal and sexoffender registry. No person who has been convicted of any felony conviction for any crime against a person shall be hired as a transit employee. No person who has been convicted of a misdemeanor for a crime against a person, within the immediate past five (5) years shall be hired as a transit employee.

INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER

Acknowledgment: I acknowledge receipt and understand the contents of this job description.

Employee Signature:		Date:	
----------------------------	--	--------------	--