

NOTICE TO ALL EMPLOYEES

POSITION OPENING

POSITION: Bus/Van Driver

REPORTS TO: Transit Operations Supervisor

INTERVIEW: By Appointment

DEADLINE: **Until Filled**

JOB DESCRIPTION: Available on Bulletin Board

SALARY: Level 4
Level 5 with CDL

QUALIFICATIONS: See Job Description

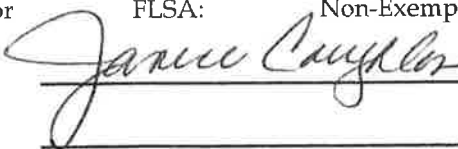
HOURS: 40 hours weekly

CLASS: Non-Exempt

Note: This position will be posted
In- house, social media, Ohio Means Jobs
and agency website.



HR Director Date

Job Title:	Bus/Van Driver	Department:	CATS
Job Level:	4	Hours:	32- 40 Hours Weekly as scheduled
Supervisor:	5 with CDL Transit Operations Supervisor	FLSA:	Non-Exempt
Human Resources Directors Signature:			Date: 5.4.17
Employee Signature:	_____		Date: _____
Employee Printed Name:	_____		

May 2017

Position Overview:

Community Action Transit Systems (CATS) Division of the Organization.

Qualifications:

- High School Diploma or equivalent
- Must complete pre-employment drug and alcohol test.
- Current Ohio Commercial Driver's License to qualify for Level 5.
- Criminal background check is required prior to employment.

Requirements:

- Good physical health and be able to pass a physical examination.
Valid Ohio Driver's License, reliable transportation, and up-to-date proof of insurance.
- Insurable under agency policy.
- Excellent driving record.
- Must be neat, clean and presentable, wearing appropriate attire including agency provided uniform shirt.
- Subject to random, post-accident, reasonable suspicion and return to work drug and alcohol test.
- Complete bus driver training course either through the Ohio Department of Transportation, the State Highway Patrol or a local school system.
- Current First Aid and CPR certificate within the first six (6) months of employment.
- Required to drive town and county routes making frequent stops as needed.
- Must be willing to drive take passengers to appointments in Columbus, Portsmouth and Chillicothe, which may necessitate occasional early morning departure and/or late return.
- Must be self-motivated.
- Ability to do multiple tasks at one given time.
- Ability to handle confidential information in a professional manner.
- Ability to communicate with the public in friendly, courteous, and pleasant manner.
- Work well with minimal supervision.
- Remain calm in times of crisis.

Essential Job Functions:

- Conduct himself/herself in a professional manner
- Act as a liaison between all passengers and the Transportation Program.
- Responsible for completing daily pre-trip inspection of vehicles they are preparing to operate.
- Responsible for filling out defective equipment reports and making sure these reports are taken care of promptly and appropriately.
- Keep bus neat and inform the appropriate personnel of necessary maintenance using proper forms.
- Report hazardous road conditions to Dispatcher.
- Maintain and furnish records as requested by supervisor.
- Attend driver meetings and training sessions as assigned by the Transit Supervisor or the Director.
- Expected to drive safely at all times.
- Maintain appropriate discipline on the Bus/Van, contacting a supervisor for assistance or law enforcement when needed.
- Work in the CATS office, scheduling/dispatching as needed.

- Assist in training substitute drivers as needed and directed by the Transit Supervisor.
- Will adhere to all agency safety policies and procedures.
- Attend meetings, conferences and training sessions related to the duties of this position and disseminate acquired information to appropriate individuals inside and outside the agency.

Accountabilities:

- Accountable to supervisor for completion of assignments and to a high standard of accuracy, attention to detail, and timely completion of work.
- Expectations include: pleasant demeanor, positive attitude, cooperation to get the job done.
- Must behave and act in ways between and among co-workers that is conducive to team work and an overall effort to ensure a pleasant and positive work atmosphere.
- Must maintain a courteous and professional demeanor with customers and promote a positive reflection of CAC and CATS.
- Must immediately divulge information to supervisor if convicted of criminal and/or traffic offense may negate his/her ability to drive for CATS.
- Is aware that social networking sites are banned during work time unless the sites are program specific and that cell phone usage while driving, as well as excessive use of cell phone during any work time is prohibited.

Non-Essential Job Functions:

- Committee assignments (Event, Safety, etc.)

Other Skills/Abilities/Documentation

- Knowledge of Community Action Programs

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.