

# **SOUTHERN UTE COMMUNITY ACTION PROGRAMS, INC.**

## **JOB DESCRIPTION**

**JOB TITLE:** SUBSTITUTE TRANSIT DRIVER

**REPORTS TO:** Transit Project Director

**SUPERVISES:** Generally not a supervisory position

**EMPLOYEE STATUS:** Full-time/Hourly/Non-exempt

**SUMMARY OF POSITION:** Operates the *Ignacio Road Runner* Transit vehicle in a safe professional manner to provide dependable, friendly public transportation for residents and guests.

### **PERFORMANCE CRITERIA:**

These are the most significant performance factors involved with this position and they will be the principal factors on which the employee will be evaluated:

1. Operate Transit vehicle on a fixed route, adhering to published times and in accordance with federal, state, and local rules, regulations, and laws.
2. Duties include demand response trips to accommodate special needs; be willing to assist special needs customers onto the vehicle.
3. Record mileage, riders, rider characteristics, and fuel purchases daily; gather and maintain all information as required by the Transit program.
4. Begins routes on time and follow appropriate schedule; provide reliable, expert service and enforce rules related to safe transit operation.
5. Inspect vehicle prior to beginning the pre-trip shift and at end of each post-trip shift; complete and maintain required information on appropriate inspection forms and sign-off.
6. Is subject to federal, state, and SUCAP random drug and alcohol testing policy and procedures.
7. Maintains cleanliness of transit vehicle, including but not limited to: bus washing, picking-up safety belts off floor, sweeping, and cleaning windows.
8. Become knowledgeable of the transit schedule and the area, including activities and events, in order to answer customer inquiries in a courteous and patient manner at all times.
9. Maintain a neat, clean appearance and be able to deal effectively and courteously with the general public. Maintain friendliness with passengers and be able to increase their knowledge of *Road Runner* Transit services and changes.
10. Assist all disabled passengers as required by SUCAP transit policies.

11. Must work holidays and Saturdays on short notice and be flexible for shift coverage as needed (cover due to illness, vacations, etc.).
12. Ability to sit for long periods of time while on duty.
13. Ability to perform simple maintenance of bus stops, as needed: deliver bus route schedules, shovel snow, etc.
14. Must have your own timepiece that clearly shows minutes.
15. Ability to positively promote the Ignacio *Road Runner* and the local community using diplomacy and tact.
16. Willingly perform other related job duties as assigned by supervisor.

**QUALIFICATION REQUIREMENTS:**

- High school graduate or GED preferred.
- Must have current CO commercial drivers license (CDL), with passenger endorsement, and transit or school bus experience; SUCAP is willing to train.
- Prefer mechanic experience with gas and diesel engine and routing maintenance.
- Must be insurable by SUCAP insurance carrier, good driving record required.
- Must pass pre-employment drug and alcohol screen; must pass criminal history and Child Abuse/Neglect background checks.
- Must be able to relate to and work well with associates and the public; work references will be required.
- Must have, or within 3 months, be able to obtain CPR and 1<sup>st</sup> aid certification and remain current thereafter.
- Must be physically able to perform all duties of the job and pass a physical exam every year. Position occasionally performs heavy physical labor requiring ability to lift, carry, push, pull and move heavy objects or materials. Physical demand for strength and endurance; requires lifting over 50 pounds on an occasional basis.
- Preference may be given to qualifying local applicants familiar with the Southern Ute Indian Reservation and the surrounding Ignacio community.

**LANGUAGE SKILLS:**

Ability to communicate clearly and accurately, orally, and in written format.

Ability to prepare reports, including a daily drivers log.

**MATHEMATICAL SKILLS:**

Ability to add subtract, multiply and divide in all units of measure.

**REASONING ABILITY:**

Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

Ability to establish and maintain effective working relationships with the public.

Must work independently, with minimum of supervision.

**PHYSICAL REQUIREMENTS:**

Lifting a minimum of 50 pounds may be required.

Adequate hearing is required to hear/talk with all individuals, and to use telephones on a consistent basis.

Position involves long periods of sitting.

**WORK ENVIRONMENT:**

The noise level in the work environment is quiet to moderate.

Frequent communication with employees and others on a daily basis, including telephone as well as face-to-face interaction.

**COMPUTER SKILLS:**

N/A - but helpful.

This job description does not constitute a contract of employment.

STATEMENT OF UNDERSTANDING

I have read and understand the above position description; I assert I am able to perform the essential job functions, meet the physical requirements of this position, and satisfy the expectation for regular attendance.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

