

## BLUE RIVERS AREA AGENCY ON AGING

### Job Description

**POSITION TITLE:** Transit Services Driver, Substitute

**REPORTS TO:** Transit Manager

**SUPERVISES:** No supervisory duties

**Location:** Wymore and Fairbury

**Classification:** Non-exempt; substitute hours as needed

**PURPOSE OF POSITION:** Responsible for the safe transportation of all riders within the cities of Wymore or Fairbury as needed and assigned. Provide relief driving for the regular drivers for any of these cities on an as needed basis; shifts are designated by the local dispatchers in coordination with the driver.

#### **Essential Functions**

- Demonstrate safe and confident driving skills in small and large cities.
- Deliver passengers to their desired destination in a timely and safe manner.
- Must be able to drive a larger than usual vehicle with a variety of blind spots safely.
- Return passengers in safe and courteous manner
- Occasionally, deliver the monthly newsletter, and/or other materials as needed to Senior Centers on route.
- Attend all mandatory training and staff meetings.
- Subject to a pre-employment and a random drug/alcohol testing schedule conducted by a third party as well as a background checks of Social Services, Department of Motor Vehicles and the Nebraska State Patrol.

#### **Essential Education, Certifications, and Licenses**

- High school diploma or equivalent required, or equivalent job experience preferred.
- Must have a valid state issued Driver's license.

#### **Essential Physical Demands and Typical Working Conditions**

- Standing, bending, twisting, turning.
- Lifting and carrying up to a total weight of 30 lb. sacks into the vehicle and the passengers front door.
- Should be able to climb stairs if necessary.
- Must be able to sit for extended periods of time driving the vehicle safely.
- Must attend schedule training sessions as mandated by the USDOT and NEDOT.

- Demonstrate an overall awareness of the destination in the larger cities either through the use of a GPS information or a map with the destination on it and to have a working knowledge of the smaller cities locations.
- Dress appropriately for the weather and actively work to maintain the health and well-being of passengers on the bus by cleaning it as scheduled and with approved agents.
- Interact with the passengers in a positive and uplifting manner to encourage them to use the service more.
- Demonstrate some degree of computer/cell phone usage for evaluating the vehicle prior to the start of the day.
- Report vehicle deficits via our Electronic Logging Device (ELD) or direct conversation with the dispatcher.
- Demonstrate the ability to communicate via two-way radio with dispatch or the Transit Manager as needed.

#### **Essential Attendance and Availability Requirements**

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the Agency; must be able to work such hours as are determined by the Agency.
- Must notify the local Dispatcher in advance if unable to work on assigned day.
- Must have a cell or basic telephone in order to call or be called in to work.
- This position may be assigned to work as a back-up to others in the area.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The Agency recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given reasonable accommodations.

Blue Rivers Area Agency on Aging is an Equal Opportunity/Affirmative Action Employer

**PLEASE NOTE: A signed application must be received at the Blue Rivers Area Agency on Aging Administrative Office in order to be considered for an interview. The application is available online at <https://www.braaa.org/s/ApplicationForEmployment062019.pdf>**