

Okanogan County Transportation & Nutrition

P.O. Box 471 Okanogan WA 98840

509-826-4391 800-635-4391

Job Description

Position Title: **Bus Driver**

Hourly – Non Exempt, Subject to Fair Labor Standards Act

Reports To: Director of Operations

Position Summary:

The bus driver is either assigned passenger pickups or, in some areas, schedules passenger pickups directly from riders on a scheduled basis throughout the day at various pickup points. The bus driver is responsible for maintaining the time schedule to the best of his/her ability and communicating any delays or problems to the dispatcher, if appropriate. The job requires the ability to maintain a positive, respectful and helpful attitude to all passengers and co-workers. The bus driver is responsible for the safety of his passengers and vehicle at all times. The bus driver must promote the transportation services in their respective areas. Occasionally, drivers may be required to temporarily cover transportation shifts in other work areas. Drivers must be mindful of private information when speaking on the radio. The purpose of OCTN's transportation service is to provide rides when passengers have a need. In order to meet our passenger's needs there will be times when drivers will be required to work beyond their anticipated time off or will be released from work early when ridership is low. There may be times when this will happen without notice. The dispatcher will determine when this is necessary and call out the rides to drivers at that time. Schedules are determined by the Director of Operations to cover anticipated ridership. However, hours are never guaranteed.

Essential Job Functions:

- Responsible for the safety of the participants while they are on the bus
- Responsible to follow OCTN policies and directives to ensure the safety of the driver
- Obey the posted speed limits and obey all driving laws
- Keep the bus clean, inside and out
- Complete vehicle daily inspection (checklist)
- Maintain accurate rider-ship data and number of rides provided
- Maintain accurate mileage records and assign mileage to the appropriate program
- Responsible for collecting the appropriate fares from riders
- Maintain schedule of pickups on a timely basis

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- Immediately report any repairs that the bus might require and tracking and scheduling preventative maintenance when needed
- Safe loading of all riders utilizing wheelchairs following ADA securement policy
- Providing door-to-door assistance when required, assistance on and off the bus when required, and assistance with packages when asked
- Must be flexible in working hours as needed
- Responsible for promoting the transportation services in his/her driving area
- Obey all OCTN policies and procedures
- Possess a pleasant, helpful and co-operative attitude with both clients and co-workers

Special Requirements

- Must be 25 years of age or older
- Must submit to a pre-hire drug test and random drug and alcohol tests in accordance with the Department of Transportation and Federal Transit Administration drug and alcohol regulations
- Must submit to a Department of Transportation physical (Drivers Medical Exam Certificate) within the first 6 months of employment and every 2 years thereafter
- Must have a valid Washington State Drivers License
- Must submit to a license search from the Washington State Licensing Bureau
- Must have a driving record free of moving violations within the 3 years prior to hire date
- Must have a driving record free of any at-fault accidents within the 3 years prior to hire date
- Must have a driving record free of DUI's within the 5 years prior to hire date
- Must maintain a driving record, after hire date, free of DUI's, no more than 1 moving violation in the same year, or no more than one violation in each of the past three years. Must report any of the above immediately to supervisor.

Training

- Must attend and pass First Aid classes/CPR classes, defensive driving, drug & alcohol, fire safety, and other assigned classes when required and any refresher courses required
- Must attend driver's training meetings as scheduled

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Physical Requirements

- Must pass WSDOT physical exam
- No Impairment of normal body movements
- Must be able to provide assistance to riders (on and off the bus)
- Must have the physical strength to push wheelchair riders on inclines (ramps)
- Must be able to lift packages weighing up to 20 pounds
- Must be able to sit while driving for extended periods of time
- Drivers must hear well. Hearing aids are permitted.
- Drivers must have good eyesight. Glasses or contact lenses are permitted.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of the principal job elements.