



Specialized Transit Driver Job Description

Wage: \$14.50 to \$16.00 an hour

Hours: After training completion, 10 or more hours per day, four days a week.

SUMMARY OF JOB

Responsible for transporting people with disabilities, low-income, and/or older adults from their home to medical appointments, work, errands, church and other reasons. Provide door-through-door service, ensuring passenger and vehicle safety and commitment to schedule.

ROLE AND RESPONSIBILITIES

- Provide safe and punctual transportation and assistance to the public that may include people with disabilities or older adults with courtesy and compassion.
- Communicate daily with dispatch while on the road regarding deviation from schedule or any other concerns.
- Conduct documented pre- then post-trip inspections daily on vehicle to ensure safety and ready for operation.
- Maintain daily accurate and up-to-date paperwork associated with driving duties including fuel purchases, accident reports, incidents reports, vehicle condition reports and other records as requested by management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively with a variety of people with various abilities.
- Preferred familiarity and ability to drive a larger than normal vehicle and operate a motorized lift.
- Clear written and oral communication skills with clients and the office.

QUALIFICATIONS AND REQUIREMENTS

- Minimum Age: 25
- Minimum Education: Highschool graduate or GED
- Background Check
- Experience with commercial driving, preferred with passengers.
- Must have held an active, driver's license for at least three years.
- Valid current driver's license with a clean Motor Vehicle Record.
- Ability to lift 75 pounds.
- Clean and neat appearance.
- Problem solve quickly while maintaining composure and safety of passengers at all times.
- Qualified candidates, once employed are offered training in order to pass a national safety course.
- Ability to use electronic tools provided for the job, e.g., Samsung tablet and GPS.
- Observes confidentiality and safeguards all client related information.
- Must be able to review, complete, and submit paperwork electronically.
- Experience working in diverse environments.

