



## Job Description

**Name:** \_\_\_\_\_

**Job Title:** Transportation Driver  
**Department:** Transportation  
**Reports To:** Public Transportation Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Cindy Gross  
**Prepared Date:** January 2022  
**Approved By:** Chief Operating Officer

### SUMMARY

Drives car, bus, van or other agency vehicle to transport passengers for fee, voucher, or other human service transportation by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Picks up passengers in response to radio or telephone relayed request for service.

Picks up passengers based on predesigned scheduled or fixed route.

Picks up passengers courteously and timely, assisting with baggage and wheelchairs, etc.

Regulates heating, cooling, lighting, and ventilating systems for passenger comfort.

Responsible for attending all required trainings, including Passenger Assistance, First Aid, Defensive driving, etc.

Reports by radio or telephone to office/dispatcher on completion of trip.

Reports delays or accidents.

Maintains all logs and records required.

Collects fees or passes or vouchers as required. Records voucher information and fares.

Ensures that all paperwork is complete, including paperwork that should be signed by physicians, rider, case worker, and/or other necessary parties.

Maintains clean, safe vehicle through regular maintenance and daily inspections. Checks gas, oil and water before departure. Makes repairs and changes tires, as necessary.

Ability to maintain poise and self-control in crisis situations.

Ability to communicate with and be sensitive to the needs of people of various backgrounds.

Exhibits excellent interpersonal and leadership skills.

Ability to focus and prioritize multiple projects simultaneously and meet deadlines.

Ability to develop and maintain effective working relationships with other agencies.

Makes good use of time and acts professionally and responsibly in all work areas.

Capable of being able to maintain a professional relationship with all entities of people (staff, Board Members, officials, and the general public).

Performs all other duties as assigned by the Public Transportation Director, Transportation Director, Chief Operating Officer and/or Executive Director.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Other qualifications required include the ability to interact well with others, work in a high stress environment, work in a fast-pace environment, have the ability to prioritize and multi-task, be able to resolve interpersonal conflicts and have the ability to work with difficult clients.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED). Transportation driving experience preferred.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Kentucky Driver's License required. Any and all certifications required and assigned, as directed by the Federal Transit Administration and the Kentucky Transportation Cabinet and/or Executive Director.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment is ever changing.

Travel is required in and out of the service area.

**Step:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*