



Macoupin County Public Transportation (MCPT)

Driver Job Description

Position Title: Driver for Macoupin County Public Transportation (MCPT)

Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

NATURE OF WORK:

- ✓ Perform responsible work in the operation of a (MCPT) bus on an assigned route.
- ✓ Provide passengers with safe and efficient operational service by providing bus service and general information and collecting appropriate fares.
- ✓ Work is performed under the continuing supervision of the Transportation Coordinator(s)/PCOM and is monitored and reviewed through observation and through passenger response.

ESSENTIAL FUNCTIONS OF THE JOB:

- ✓ Drives a passenger vehicle on an assigned route, or paratransit service.
- ✓ Provides safe and courteous transportation to passengers utilizing the MCPT Program and Program Vehicles.
- ✓ Maintain confidentiality of client records and other program/agency information. MCPT/MCPHD adheres to all HIPAA privacy practices.
- ✓ Will accurately collect necessary fares and/or donations and turn in at the end of each workday to designated staff and fill out a money collection form.
 - Will scan passes or obtain signatures when passes or donations are not required or requested.
- ✓ Provides information to passengers including bus schedules and routes.
- ✓ Provides passenger assistance as needed; including assisting passengers using mobility devices onto lifts and/or ramps and/or properly securing mobility devices when required. Assist passengers on and off vehicles as needed within reason.
 - Drivers will not lift passengers in/out of mobility devices or in/out of vehicles.
 - Do not endanger the safety of the passenger or yourself during assistance.
 - Do not enter the homes of passengers while providing assistance.
- ✓ Ensures passenger safety by enforcing rules of conduct and operation; checks bus and reports lost items.
- ✓ Performs visual inspection and operational safety check of assigned vehicle daily. Drivers are responsible for all pre- and post-trip inspection and documentation.
 - Drivers keep alert for mechanical and/or other equipment problems requiring attention
 - Drivers report repair needs, traffic hazards, accidents, and other conditions requiring attention.
 - Keep necessary items stocked and properly stowed at all times – first aid kits, cleaning supplies, biohazard spill kits, wheelchair tie downs, etc. (contact dispatch office for items).
- ✓ Follows the tablet/software as instructed and notifies dispatch of any problems or discrepancies.
 - Accurately completes daily electronic report forms including mileage, passengers, mechanical defects, and necessary supplies.
 - Accurately inputs required data.
- ✓ Takes vehicle to maintenance appointments as assigned by the supervisor and/or the maintenance coordinator.
- ✓ Always keeps vehicle interior and exterior neat and clean.
- ✓ Maintains a neat and clean personal appearance. Wears proper identification (shirt with logo and company name tag).
- ✓ Practices continuous learning through individual study, classroom training, seminars, and conferences.
 - Attends required transportation meetings and trainings – these trainings are required, at a minimum, quarterly.
- ✓ Performs work safely in accordance with department safety procedures and the County Safety Program.

- ✓ Operates equipment safely and reports any unsafe work condition or practice to Supervisor.
- ✓ May be required to report to work to serve customers during emergency conditions. May be assigned to report at different times and locations and to perform different duties, as necessary.
- ✓ Provides marketing for the program to riders, potential riders, local businesses, and service agencies.
- ✓ Performs related work as assigned and/or required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ✓ Considerable knowledge of the operation and maintenance requirements of passenger buses or similar automotive equipment *or* willingness to learn.
- ✓ Considerable knowledge of the traffic laws and regulations applicable to equipment operation.
- ✓ Considerable knowledge of the hazards of equipment operation and of appropriate safety precautions.
- ✓ Some knowledge of the geography of the County and surrounding areas.
- ✓ Skill in the operation of assigned equipment & ability to operate assigned equipment in a safe manner and to adhere to time schedules.
- ✓ General learning ability. (The ability to “catch on” or understand instructions and underlying principles.)
- ✓ Ability to make decisions in accordance with established procedures and policies not essential to job function
- ✓ Ability to follow oral and written instructions.
- ✓ Ability to establish and maintain effective working relationships with others.

PHYSICAL ABILITIES REQUIRED OF THIS POSITION:

- ✓ The following physical abilities will be required to perform the responsibilities of a MCPT Driver accurately and adequately
 - Climbing – ascending or descending stairs and/or ramps and the like using feet and legs and/or hands and arms.
 - Balancing – maintaining body equilibrium to prevent falling. Walking, standing, or crouching on narrow, slippery, or erratically moving surfaces may be required.
 - Stooping – bending body downward and forward at the waist
 - Kneeling – bending legs at knee to come to a rest on knee or knees
 - Crouching – bending the body downward and forward at the leg and spine
 - Reaching – extending hand(s)/arm(s) in any direction
 - Pushing – using upper extremities to press against something with steady force in order to thrust forward, downward, or outward
 - Pulling – using upper extremities in order to draw, haul, or tug objects in a sustained motion
 - Grasping – Applying pressure to an object with the fingers and palm
 - Hearing – perceiving the nature of sounds at normal speaking level. Ability to receive detailed information through oral communication.
 - Repetitive motion – substantial movements/motions of the wrists, hands, fingers, or other extremities or joints
- ✓ Physical requirements of this position:
 - Light work including assisting passengers with items and packaged up to 20lbs
 - Sitting – sitting in a driving position for *up to* 10 hours per day
 - Using the physical requirements listed above to load, secure, and assist passengers with different abilities with or without mobility devices with varying sizes and weights *up to* the lift capacity of your assigned vehicle (800-1000lbs)
 - Driver will *not* be required to lift passengers or devices, but *may* be required to push/pull devices
- ✓ Visual abilities required include:
 - Peripheral vision
 - Night vision
 - Focus (distinctness or clarity)
 - Color perception (discriminate between colors)
 - Depth perception (determine distance relationship between objects)
 - The driver is required to have adequate visual activity to operate motor vehicles and/or heavy equipment.

CONDITIONS WORKER MAY BE SUBJECT TO IN THIS POSITION:

- ✓ The driver may be exposed to the following conditions:
 - Environmental: rain, snow, extreme heat, extreme cold
 - Work Activities occur both inside and outside.
 - Noise
 - Vibrations – oscillating movements of the extremities or whole body
 - Atmospheric: fumes, odors, dust, mites, gases
 - Hazards: proximity to moving mechanical parts, proximity to moving vehicles, exposure to electrical current or chemicals

NECESSARY QUALIFICATIONS:

- ✓ High school diploma or equivalent
- ✓ Some experience operating a passenger vehicle *or* any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.
- ✓ Minimum 21 years of age
- ✓ Must possess a valid Illinois Driver's License
- ✓ Must have an acceptable, "clean" driving record
- ✓ Proof of valid, up to date vehicle insurance
- ✓ Capable of operating the vehicle in a safe manner at all times
- ✓ Must pass pre-employment and random FTA Drug & Alcohol testing requirements
- ✓ May require work outside of regular MCPT service hours and/or working a split shift.

This job description is subject to change at any time.