

Gallia County Transit Department

Position Description

Unit/Division: Administration	Employee Name:
Position Title: Transit Vehicle Operator	Reports to: Transit Supervisor
Normal Hours: Mon-Fri 8am-4pm	Position Number: 86005.2
Class Number Supervises: N/A	Class Number: 40006.00

POSITION SUMMARY

The transit vehicle operator is responsible for providing transportation services for riders to and from designated locations. This includes the daily pick-up and drop-off of riders from their residence, ensuring that all transportation activities are conducted in a safe, secure, and professional manner. This position may be part-time/full time.

DUTIES AND RESPONSIBILITIES

- Communicate effectively with dispatch regarding schedule progress and to received instruction.
- Maintain a professional image and attitude to clients, visitors, and co-workers at all times.
- Conduct thorough daily vehicle pre-trip and post trip inspections, ensuring the vehicle remains clean and well-maintained.
- Provide assistance to riders as needed to safely complete the transfer.
- Accurately complete activity logs vehicle reports.
- Operate GPS devices, 2-way radios, and cell phones competently.
- Perform additional duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

To successfully carry out the outlined job responsibilities, a Transit Vehicle Operator must possess comprehensive knowledge, proficient skills, and the ability in the following areas:

- Strong customer service and interpersonal skills
- A valid driver's license and clean driving history
- Proficiency in adapting to and working with technology, including dispatch systems
- Effective record keeping abilities to maintain accurate logs and reports
- Demonstrate the ability to follow procedures and adhere to safety regulations
- Skill in determining efficient routing between multiple points to optimize travel
- Ability to pass initial and random background check and drug screenings.
- Exceptional organization skills and time management to handle schedules and responsibilities effectively.
- Outstanding communication skills for clear and professional interactions with passengers and team members.
- Successful completion and maintaining CPR and First Aid certification and other certifications for emergency preparedness
- Ability to work independently, take directions and efficiently plan and execute task.
- Ability to establish and maintain effective working relationships with team member and the public.

MINIMUM CLASS REQUIREMENTS:

- High School Diploma or equivalent; and
- Possession of a valid driver's license, must have been a licensed driver for a least three (3) previous continuous years; Must be at least 21 years old;
- A good driving record during the previous three (3) years and through the date of hire, meet the following requirements:
 - No moving violations
 - No accidents where applicant contributed to cause,
 - Has not had his/her driving privileges suspended, revoked, or placed on probation by the DMV for a cause involving the safe operation of a motor vehicle.
 - No convictions involving: leaving the scene of an accident involving bodily injury or death, reckless driving, and/or driving under the influence of alcohol or drugs, Other violations and/or accidents will be reviewed on a case-by-case basis and may be cause for non-selection, and
 - No conviction of, or guilty plea to, an offense listed on division (A)(3)(a) to (A)(3)(e) of Section 109.572 of Ohio Revised Code.
- Acceptable “equivalents” is at the sole discretion of the Director

UNUSUAL WORKING CONDITIONS/HAZARDS

This position requires moderate physical demands. Frequent standing and walking. Extended periods of sitting, ability to bend, twist, squat, getting in and out of vehicles. Be able to lift and maneuver minimum of 50 pounds and assist wheelchair clients on paved and unpaved surfaces. Must be able to drive a vehicle throughout the shift on various roads and in varying weather conditions.

*This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.