

City of Seymour

Job Description

Job Title: Transit Bus Driver
Department: Transit
Work Schedule: Varies between 6:00 AM – 6:00 PM, M-F
Supervised by: Transit Manager & Director **FLSA Status:** Non-Exempt
Supervises: None **Status:** Part-Time
Date Written: 8/29/01
Date Revised: 8/05/21

Serves as FTA Driver for the Seymour Transit, responsible for safe operation of bus/van while picking up and dropping off passengers in the city limits.

General Duties:

1. Greet passengers in a friendly manner providing information and assistance when needed.
2. Use radio to receive and give messages to the dispatcher.
3. Clean bus exterior on a monthly and as needed basis, including windows and fill out bus washing paperwork.
4. Clean bus interior on a weekly and as needed basis. This includes cleaning all windows, sweeping floors, cleaning wheelchair area, including tracks, wiping walls, seats, handrails, etc. and filling out bus cleaning paperwork.
5. Fuel bus when needed using city credit card, turn gas receipts into the dispatcher.
6. Count money and instruct passengers to place into fare box.
7. Replace fare box with empty container each evening, turn fare box and schedule into dispatcher on a daily basis.
8. Keep a log of passenger names, status, pick-up location, destination and type of payment.
9. Operate wheelchair lift in a safe manner, locking wheelchair into place as needed, and to ADA specifications.
10. Check bus for safety and mechanical condition prior to starting each shift and at the end of each shift, reporting any problems to dispatcher.
11. Fill out pre-trip inspection paperwork each day.
12. Clean facility and bathroom at Department of Public Works.
13. Will be required to dispatch when needed if dispatcher is unable to work or on vacation.
14. Perform other duties as assigned by the Transit supervisor.

Physical Effort:

Needs to perform duties in a revenue service vehicle, which may involve sitting for long periods.
Employee occasionally requested to work evening or weekend hours for special events.
Employee will be required to work in all weather conditions.

Working Conditions:

Employee maintains frequent contact with the public and co-workers for the purpose of exchanging information. Employee works with little or no supervision.

Education:

High School Diploma or GED.

Work Experience/Job Requirements:

Experience in dealing with the general public.
Knowledge of city streets helpful.
Driver's license with public passenger endorsement and a good driving record required.
Class C Commercial Driver's License preferred.
Must be able to be bonded.
Must have or be willing to attend class for adult CPR certification, wheelchair securement, and any other INDOT required training.
All drivers are required to submit a yearly physical, etc. through company consortium.
This position is a safety-sensitive position. This employee will directly operate a revenue service vehicle, and will be controlling the movement of this vehicle. This employee will be required to submit to 49 CFR Part 40 drug and alcohol procedures.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

The City of Seymour is an EEO employer.

Signature of Employee _____