**Jackson County Mass Transit District**

**JOB DESCRIPTION**

**DRIVER**

**Summary Description**

Under the general supervision of the Operations Manager; performs a variety of semi-skilled work in safely transporting clients and performs related work as required.

**Exemplary Duties/Responsibilities**

Drive routes and special trips assigned including door to door service, completes daily vehicle inspections, cleaning, fueling, and minor emergency repairs; keeps accurate log records; report maintenance repairs needed, collect fares; if requested, escort any/all passengers on and off the bus; maneuver and secure special equipment and wheelchairs; pick up and deliver groceries or packages; use correct radio procedures; be courteous to passengers and the general public.

**Employment Standards**

*Education/experience*: Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to

1. High School diploma or G.E.D equivalent.

2. Five (5) years driving experience.

3. Good driving history for past three (3) years.

*Skills:* Understanding and carrying out oral and written instructions; ability to successfully complete required training; keeping detailed records; defensive driving; and interpersonal skills with the general public, as well as the elderly and disabled.

*Licenses:* Possession of a valid Class C Illinois Driver’s License.

*Special qualifications*: Ability and willingness to work any shift during a 24-hour period, and on weekends and holidays; Ability to stoop, and bend; maneuver and secure wheelchair passengers and assist other disabled passengers as required by ADA regulations; Evacuate passengers in the event of an emergency. Ability to lift 50 pounds; Maintain a good driving record; Accidents in JCMTD vehicles could result in termination regardless of fault determination.

*Clarification:* This position is a may be a part time or full time position. Full time drivers can choose to participate in our group health plan after 90 days. Full time employees are required to be available to work any day of the week and all shifts.

Residency boundary requirement within Jackson County within 30 days of hire.

**This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.**

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# Effective Date

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**Signature Date**

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**JCMTD Representative Date**