Job Description

Job Title:	Transit Driver I	Classification:	Classified
Department:	Public Works	Grade:	120
Occupational Group:	Drivers, Fleet Mechanics and Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under limited supervision; provides public transportation in a demand/response mode for the Metro Area Public Transit System (MAPS). Makes scheduled pick-ups and drop-offs for riders, including many who are elderly or disabled, within the MAPS service area.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Operates public transportation vehicles; provides loading and departure assistance to riders needing personal assistance due to wheeled mobility devices or other disabilities.
2. Secures wheeled mobility devices in the vehicle with appropriate equipment and straps for safety after boarding and prior to rider departure.
3. Follows daily computerized manifest of scheduled trips when operating vehicles.
4. Inspects vehicles at the beginning and conclusion of shifts; cleans and sanitizes interior of vehicles as needed.
5. Accepts fares from riders; accounts for fares received in accordance with City policy.
6. Communicates effectively with riders on the vehicle.
7. Executes safety plan in accordance with MAPS policy; provides first-aid in an emergency.
8. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Public transportation safety rules and procedures; proper use and storage of safety equipment including wheelchair security straps, biohazard kits for emergency cleanups, and first-aid kits; general vehicle maintenance procedures and techniques including the ability to perform a vehicle safety pre-inspection, techniques for assisting and communicating effectively with elderly or disabled individuals; defensive driving techniques; streets and service area including cities of Joplin, Webb City, Oronogo, Carterville, and Duenweg.

Skill in: Understanding and following oral and written instructions; communicating effectively and safely via two-way radio; establishing and maintaining effective working relationships with City employees and the public; providing timely and accurate service in public transit environment; accurately counting fares and money-handling; operating commercial vehicles safely; communicating effectively and professionally with riders, including those with disabilities.

Education: High school diploma or GED equivalent required.

Experience: Professional driving experience, with a good driving record, is required.

Licenses and Certifications: Possess and maintain a Class E Operator's License or obtain a Class E Operator's License within two weeks of employment.

Physical Demands Requirements and Working Conditions

This position works from within a transit vehicle for most of the shift. Must have hand strength and vision required to operate a large passenger vehicle safely while navigating city streets; strength, stamina, and mobility to perform light physical work and to perform rescue techniques; hearing and speech to communicate in-person and over the telephone or radio. The job involves extended sitting in a bus. Limited standing or walking required when stopped to inspect vehicles and identify problems or hazards. Must possess the ability to speak and communicate clearly with passengers and dispatch during transportation. Finger, hand, and lower extremity dexterity is needed to write daily reports and operate a passenger bus. Positions in this classification bend, stoop, kneel, twist, and reach when securing passengers using mobility devices. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Employees are exposed to loud noise levels, hot temperatures, or other environmental factors. Employees may interact with upset members of the public and/or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	