



## Driver

**This position is a safety-sensitive position requiring safe operation of a motor vehicle in the provision of public transit services and the effective transportation of all passengers. Performance of these duties must be conducted in compliance with all applicable DOT, federal, state, local and system regulations and policies, including U.S. DOT drug and alcohol testing regulations.**

### Essential Duties

1. Operates a motor vehicle in the provision of public transit services in compliance with all applicable DOT, federal, state, local and system regulations and policies and ensures the safe and timely transportation of all passengers.
2. Assists passengers as needed in the boarding and disembarking of the vehicle in order to ensure the safety of all passengers, including assistance during vehicle evacuation, as necessary.
3. Boards and disembarks passengers, including those using common wheelchairs or other mobility devices, requiring the use of lift equipment and securement systems according to the system's policies and procedures in order to ensure the safety of all passengers.
4. Completes daily paperwork using pen or pencil, as required, to ensure accurate reporting and records.
5. Completes daily pre-trip inspection using the required inspection checklist to ensure the proper and safe functioning of the vehicle.
6. Regularly inventories vehicle equipment and supplies; reports restocking needs in accordance with the system's established procedure in order to maintain a safe, functional vehicle.
7. Fuels the vehicle; ensures that all vehicle systems are properly shut down; visually inspects the interior for any items left by passengers; locks the vehicle to maintain security.



## Driver (continued)

### Physical Requirements

1. Ability to bend, crouch, or kneel.
2. Ability to twist, push, or pull.
3. Ability to sit in a normal seated position for extended periods of time.
4. Cannot be prone to fainting spells, blackouts, dizziness or seizures.
5. Normal hearing, with the aid of corrective devices, as needed (i.e., hearing aid).
6. Normal vision, with the aid of corrective devices, as needed (i.e., glasses or contacts).
7. Ability to maneuver passengers in wheelchairs and properly secure them following state, federal and system policies and procedures.
8. Must be at least 21 years of age.

### Cognitive Requirements

1. Ability to determine vehicle travel path to ensure the safe and timely transportation of passengers.
2. Ability to evaluate, determine, and communicate the proper course of action in situations that may pose a safety risk.
3. Ability to comply with current traffic and driver safety regulations as well as all other applicable Federal, State, and local regulations and system policies.
4. Ability to analyze and solve problems.
5. Ability to effectively communicate in the English language.
6. Ability to learn, understand, and communicate, as necessary, all schedules/routes.



## Driver (continued)

### Working Conditions

The driver's hours of work and work schedule vary. The position requires being seated for extended periods of time while operating a motor vehicle, interrupted by frequent standing in order to assist passengers. While driving and/or assisting passengers, the driver will need to bend, crouch, kneel, twist, push, and pull. The position may also require exposure to varied weather conditions, temperatures, and light levels. The position requires frequent interaction with the public. The position may require maneuvering the vehicle in congested traffic and within areas of restricted space.

### Education and/or Certifications Required.

1. Meet or exceed system-established driver eligibility standards.
2. Must possess and maintain a good driving record meeting or exceeding system's established driver eligibility standards.
3. For-Hire endorsement added to an Indiana drivers license. Council on Aging will pay the \$9 fee.