



Job Description Driver/Operator-Non-CDL

Updated January 3, 2024

SUMMARY

This position is a safety-sensitive position requiring the 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 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 and electronic functions, 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. Daily inventory of 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.
8. Provides minor vehicle maintenance such as tightening loose screws, etc.
9. Provides basic CPR and First-Aid to passengers as necessary (training paid for and provided by CCCTA).
10. Regularly (daily as well as during shift when schedule permits) cleans interior of vehicle to maintain a sanitary environment for passengers and the safe operation of the vehicle, including but not limited to:
 - Clean vehicle interior and equipment, including floor tracks
 - Mop and dry floors, as necessary
 - Clean windows
 - Empty trash from inside the vehicle
 - Disinfect vehicle arm rests, seats, handrails, dashboard, instrument panel, etc.
 - Cleanup of blood and other bodily fluids, as needed, with provided safety kits and cleaners

PHYSICAL REQUIREMENTS

1. Ability to bend, crouch, kneel, twist, push, and pull.
2. Normal hearing, with the aid of corrective devices, as needed (i.e. hearing aid).
3. Normal vision, with the aid of corrective devices, as needed (i.e. glasses or contacts).
4. Free from fainting spells, blackouts, dizziness, or seizures.
5. Ability to sit in a normal seated position for extended periods of time.
6. Ability to endure extended periods of driving.
7. Ability to lift up to 70 lbs.
8. Ability to tolerate exposure to dust, gas, and/or fumes.
9. Ability to exert up to 20-50 pounds of force, occasionally, and/or 10-26 pounds of force frequently.
10. Must be at least 18 years of age.

COGNITIVE REQUIREMENTS

1. Ability to determine vehicle travel path to ensure safe and timely transportation of passengers.
2. Ability to evaluate and determine proper action in situations that may pose a safety risk.
3. Ability to effectively communicate, including:
 - i) Strong oral and written communication skills;
 - ii) Knowledge of English language; and
 - iii) Ability to effectively communicate required action to passengers in situations that pose a safety risk.
4. Ability to comply with current traffic and driver safety regulations as well as all other applicable Federal, State, and local regulations and system policies.
5. Possess strong organizational skills.
6. Ability to analyze and solve problems.
7. Ability to learn, understand, and follow all public transit routes/schedules.

ADDITIONAL REQUIREMENTS

1. Must have a valid driver's license, with no more than 5 points.
2. Must have at least two years of driving experience.
3. Must have a High School Diploma or GED.
4. No criminal background history.

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

- Any required trainings and certifications will be provided by the agency.

The physical demands described here are the representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Coshocton County is an Equal Opportunity Employer. No employee will be discriminated against for employment or any term or condition of employment because of race, color, religion, creed, age, sex, national origin or ancestry, military status, genetic information, political affiliation or qualifying disability that can be reasonably accommodated.

Approved by the Coshocton County Board of Commissioners: January 3, 2024; Journal 57, Page 629.

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I have reviewed the Driver/Operator Non-CDL Job Description, dated January 3, 2024, and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

Printed Name

Signature

Date