

# Southeast Alabama Regional Planning and Development Commission

## Wiregrass Transit – Bus Driver

### **JOB SUMMARY**

Under direction, drives bus to transport passengers throughout Houston County, while safely operating equipment according to SEARP&DC and DOT guidelines.

### **ESSENTIAL JOB FUNCTIONS**

- Drives bus to transport passengers throughout Houston County.
- Maintains professional and courteous demeanor when dealing with customers.
- Safely operating equipment according to local traffic regulations and department policies (ex. no use of personnel electronic devices).
- Collects and documents transit fares, maintains paperwork relating to vehicle operation including time and mileage sheets, vehicle inspection sheets and work sheets.
- Operates two-way radio to communicate availability with Dispatchers and Management.
- Maneuvers wheel-chair clients onto vehicle and secures wheel-chair in transit vehicle; operates electro-hydraulic wheel-chair lift according to procedures.
- Conducts operator level maintenance of transit vehicles to include: pre and post trip inspections, fueling vehicles, checks and maintains proper fluid levels, cleans and maintains interior and exterior of vehicle for appearance, and takes vehicle to maintenance facility for routine and scheduled maintenance.
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE**

High school diploma or GED preferred and a minimum of six months experience in driving transit or passenger vehicles.

### **SPECIAL REQUIREMENTS**

Alabama Class "C" commercial driver's license with passenger endorsement is required, Class "B" preferred. DOT regulations require that all Drivers submit to pre-employment drug and alcohol screening and DOT physical. Other requirements include submission to post-accident and random drug and alcohol screening and a successful pre-employment MVR and background check. Must be willing to work irregular hours as duties demand and to take first aid and CPR training.

## **PHYSICAL ABILITIES**

While performing the duties of this job, the employee is regularly required to see, talk, and hear. This position is very active and requires sitting, standing, walking, bending, kneeling, stooping, and crouching, all day. The bus driver environment includes working outdoors in various types of weather including, but not limited to extreme cold and heat, wind, rain, and humidity. Ability to lift a weight of approximately 35 pounds to a height of 4 feet.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of federal, state and local regulations regarding public transportation. Knowledge of motor vehicle operations and maintenance. Writing skills to maintain records of maintenance and passenger profiles. Ability to read city map and recommend potential service routes. Ability to communicate effectively with clients, co-workers, and management. Ability to follow instructions.

**TO APPLY:** Please visit the employment page at [www.searpcdc.org](http://www.searpcdc.org) for **REQUIRED** application or call 334-794-4093 ext 1415 for more information. Applications must be received by close of business xxxxxxxx.

### **Sending Application**

**Mail:** Human Resources/Confidential, PO Box 1406, Dothan, AL 36302

**Email:** [tbrown@searpcdc.org](mailto:tbrown@searpcdc.org)

**Fax:** [334-794-3288](tel:334-794-3288)

**EOE/E-verify**

Posted: 9-30-19 Closes: Until Filled
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