

JOB DESCRIPTION

SUBSTITUTE HANDI-BUS DRIVER

POSITION: SUBSTITUTE HANDI-BUS DRIVER
DEPARTMENT: TRANSPORTATION
REPORTS TO: TRANSPORTATION COORDINATOR
CLASSIFICATION: PART TIME
EMPLOYEE STATUS: NON - EXEMPT

AREAS OF RESPONSIBILITY: Drive agency handi-bus/van or other assigned vehicles. Responsible for safety of assigned vehicle, passengers, and cargo. Keep required vehicle and passenger records.

MAJOR DUTIES:

1. Drive assigned vehicle over established route at appointed time, or drive assigned vehicle on non-scheduled route as needed to meet appointments.
2. Report needs for major repairs to supervisor.
3. If vehicle in custody of the driver is involved in an accident, stop and assist passengers of own vehicle as well as occupants of other involved vehicles. Cooperate with investigating officers. Report essential information to supervisor **immediately** if possible but no later than the following morning.
4. Assist passengers to enter and leave vehicle and assist with packages, groceries, etc. if the passenger's age or physical condition requires such assistance.
5. Comply with applicable state and local laws governing operation of motor vehicles. Personally pay fines levied by courts for improper operation.
6. Keep records of milage, boardings and ticket sales. Sell tickets and return cash for same to the dispatcher on a daily basis.
7. Furnish other written reports as directed.
8. Perform other duties as assigned.

JOB DESCRIPTION - SUBSTITUTE HANDI BUS DRIVER - CONTINUED

MINIMUM QUALIFICATIONS:

1. Experience in operation of handi-bus or bus for the purpose of transporting passengers is highly desirable.
2. Physically able to lift packages (up to 50 pounds) and assist passengers on and off vehicle.
3. Possess and retain a valid drivers license issued by the State of Nebraska and be able to travel on agency business. Must have a driving record free of substantiated driving infractions that would have a direct impact on the Handi-Bus system.
4. Pass a pre-employment drug test.

OTHER REQUIREMENTS:

1. Establish a cooperative relationship with staff members, volunteer workers, program beneficiaries, and others with whom job requires contact.
2. Maintain confidentiality of information as required by SENCA personnel policies and/or state and federal regulations.
3. Must have ability to empathize with program participants.
4. Maintain an effective working relationship with staff, program participants, the general public and other state and federal agencies.
5. Maintain ones self at all times so as not to bring discredit upon themselves or the agency.
6. Participate in a random drug and alcohol testing pool.
7. Understand and comply with agency's Affirmative Action/Equal Opportunity Policy, Drug and Alcohol Free Workplace Policy, Confidentiality of Information Policy, Safety Plan and Personnel Policies.

JOB DESCRIPTION - SUBSTITUTE HANDI BUS DRIVER - CONTINUED

APPROVED BY:

Equal Opportunity Officer

Executive Director

I have read, understand, and received a copy of the above Job Description and agree to perform the duties contained herein and further agree to abide by all other sections of the above Job Description.

Employee's Signature

Date

cc: Employee
Department Head
Personnel File

