



Onslow United Transit System, Inc.

Job Description – Driver

Position Title:

DRIVER – Part Time 20-30 hours per week depending upon the number of trips available and funding

Reports to:

EXECUTIVE DIRECTOR/ DESIGNEE (Operations Supervisor)

GENERAL STATEMENT OF DUTIES

Performs work in the operation of a van or other vehicles to assure safe transportation of passengers to and from various destinations. Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position as directed by the Director of Transportation or designee.

Onslow United Transit System, Inc. is an equal opportunity employer

Description/Qualifications Required

High school graduate (or equivalent) or demonstrated ability to follow detailed instructions. Most possess a valid North Carolina Class C Drivers License; if not, once employed, the driver has 45 days to secure a North Carolina Drives License. Must be familiar with Onslow County's road system. No driver shall have more than four (4) accrued points for motor vehicle violations pursuant to Section 20-16 of the North Carolina General Statutes during the two (2) years immediately preceding employment. Must be 21 years of age with a minimum of 3 years driving experience. Must be able to read, write, and understand the English language. Must be able to communicate using a mobile radio. OUTS will conduct a background investigation including but not limited to investigating the applicants driving record. This position is subject to pre-employment, random, post-accident and reasonable suspicion drug and alcohol testing in accordance with Federal Transportation Administration guidelines and local OUTS policy. Results of Applicants background investigation, driving records investigation and pre-employment drug and alcohol testing will determine the hiring of applicant. The new employee will receive 40 hours of training. The employee will be on a 90-day probationary period to ensure that the employee is capable of handling all aspects of the job.

Physical Requirement

Must be physically able to operate a variety of machinery and equipment including vans, automobiles, and handicap equipment. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for light work, however, instances occur in transporting handicap persons that require physical demands rated to Medium Work.

Specific Functions

1. Responsible for the safety of vehicles and passengers.
2. Perform daily inspections of vehicle including but not limited to fluid and oil levels as well as tires, water and battery including lifts. Completes the pre-inspection vehicle report.
3. Keep vehicle clean and free of debris.
4. Assist all passengers in boarding and departing from vehicle including packages as needed.
5. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English. Keep accurate records as required; i.e., drivers logs, passengers, manifest, etc.
6. Deliver all records to the dispatcher daily.
7. Communicate with dispatcher by two-way radio.
8. Use proper radio procedure.
9. Keep the vehicles schedules to deliver passengers to designated points and at designated times.
10. Drive routes as assigned by dispatcher.
11. Be courteous and professional at all times with riders and co-workers. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.
12. Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.
13. Requires the ability to read a variety of maintenance reports and invoices. Requires the ability to communicate with a variety of persons including elderly, handicapped and mentally challenged persons.
14. Be attired in uniforms while on duty
15. Report any vehicle problem immediately to the dispatcher
16. Follow prescribed procedures as directed
17. Driver will be trained annually in the following areas as required by NC DOT PTD:
 - Defensive Driving
 - American with Disabilities Act (ADA)
 - Bloodborne Pathogens
 - Emergency Procedures for Vehicle Operators
 - Illegal Drug Use
 - CPR