



Updated: June 2023

Position: TRANSIT DRIVER

Reports to: CHIEF OPERATING OFFICER

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 Executive Director and Chief Operating Officer.

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 Driver's License. Must be familiar with Onslow County 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 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.

PHYSICAL REQUIREMENTS

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 which includes the loading and unloading of wheelchairs and, including but not limited to, the securing of loaded wheelchairs on the vans.

DUTIES AND RESPONSIBILITIES

1. Responsible for the safety of vehicles and passengers.
2. Perform daily inspections of vehicles 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 vehicles clean and free of debris.
4. Assist all passengers in boarding and departing from vehicle including packages.
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' log, passenger manifest, etc.
6. Deliver all records to the dispatcher daily.
7. Communicate with dispatcher by two-way radio.



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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 the scheduler and dispatcher.
11. Always be courteous and professional 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 people 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

SPECIAL CONDITIONS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
2. The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. We work in a smoke-free environment.
 - i. The position is in an office environment. There are no loud noises, noxious smells, or open heat sources. If you smoke, you may take a break and smoke behind the building.
3. Must be able to lift 20 lbs
4. Dress Code: Professional casual