



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

TRANSIT DRIVER
DAWSON COUNTY SENIOR SERVICES
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is responsible for operating a 10-passenger transit bus/van with wheelchair lift to transport Dawson County citizens of all ages and abilities to and from various locations throughout the county. The position also requires collecting fare money as well as maintaining and preparing monthly transportation reports for Transit Coordinator as needed.

ESSENTIAL DUTIES

- Operates a 10 to 11 passenger transit bus to pick up and transport citizens of all ages and abilities to and from various locations throughout the county.
- Follows directions of Transit Coordinator.
- Collection of proper fares from citizens.
- Performs customer service at Dawson County public transit established standards.
- Performs preventive maintenance on transit buses, including oiling and fueling, checking for repair needs, and driving transit buses to the service shop.
- Maintains trip record, mileage and preventive maintenance logs; prepares monthly transportation reports.
- Performs daily, weekly or seasonal cleaning of vehicles to Dawson County standards.
- Provides transportation to citizens for trips to such locations as medical appointments and shopping centers using most effective route.
- Responsible for loading and securing wheelchair-bound citizens, and assuring that they are properly secure.
- Complies with all mandated drug testing procedures and policies.
- Performs other related duties as assigned.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- State and county traffic and safety rules and regulations.
- Geography and road system of Dawson County.

- Working knowledge and current certification of first-aid, CPR and AED.
- Department and OSHA safety rules and regulations.

SKILL IN:

- Interpersonal relations to meet the standards of customer services and to promote and support a positive work environment.
- Driving a transit bus and in operating a wheelchair lift.
- Conducting preventive maintenance checks for vehicles.
- Verbal and written communication, organization and reporting; to maintain records, follow dispatching procedures and convey operating updates to customers and co-workers.

ABILITY TO:

- Read, write, and perform basic mathematical calculations.
- Perform some heavy lifting.
- Tell time and keep a timely schedule.
- Effectively communicate, both orally and in writing.
- Work and maintain professional composure while under stress and pressure.

GUIDELINES

Guidelines include state and local traffic laws, Dawson County Public Transit Division Policies and Procedures and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

CONTACTS

- Contacts are typically with co-workers and the general public.
- Contacts are typically to exchange information and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide transportation services to Dawson County citizens. Successful performance helps ensure successful transit services. Guidelines include Area Agency on Aging guidelines, federal Older Americans Act (Title III) guidelines, medical care guidelines and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

Physical Ability: Must be physically able to assist passengers with boarding and de-boarding transit buses, operating the disabled passenger accessibility lift, properly securing disabled passengers, properly operating all transit bus controls and operating devices. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, climbing, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move, or carry objects or materials; must be able to lift light and heavy objects, up to 20 pounds regularly and exert up to 70 pounds of force occasionally. Must be able to sit for an extended length of time.

Environmental Factors: The work is typically performed in a transit bus. The employee may be exposed to dust, fumes, exhaust, various noise levels, various temperatures, chemicals, and contagious or infectious diseases for an extended length of time as well as in various outdoor weather conditions as required.

SUPERVISORY/ MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must be 18 years of age or older.
- Applicant must have possession a driver’s license issued by the State of Georgia and a satisfactory Motor Vehicle Record (MVR).
- Applicant must have ability to read, write, and perform basic mathematical calculations, to count fares box money and submit a daily fare box report. A high school diploma or equivalent is preferred, plus two (2) years of transportation experience; or any equivalent combination of education and experience sufficient to successfully understand and perform the essential duties of the job such as those listed above.
- Applicant must pass a background check and drug screening.
- Applicant must pass GDOT PASS training.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____