



Rev.07/10/2024

## **Title: Part-Time Fixed Route Bus Driver**

**Pay Rate: \$27.38/hr**

### **SUMMARY DESCRIPTION**

Operates LCTA vehicles over predetermined route in the Luzerne County service area. Provides safe, efficient transportation and assistance to the residents of Luzerne County. Positions are considered safety sensitive and are subject to drug testing, including random drug screens in accordance with Federal Transit Administration (FTA) Drug and Alcohol regulations.

### **REPRESENTATIVE DUTIES**

- Drive safely and obey all traffic laws including following the standards and operating procedures set by LCTA.
- Follow daily schedules as routed and dispatched.
- Maintains constant awareness of traffic and road conditions
- Monitors physical condition of assigned vehicle including lights, doors, mirrors, fare box, destination signs, tire conditions, heating and air conditioning.
- Practices safe driving techniques
  - Operation of vehicle in a manner that provides for maximum possible safety to passengers
- Collect fares and issue tickets or passes as needed
- Maintain a clean and orderly bus interior
- Always maintain a polite and safe atmosphere in the vehicle.
- Aid passengers to the extent necessary to ensure a safe and comfortable ride.
- Maintain radio or phone contact with dispatcher and always follow radio procedures to maximize efficiency and report any schedule change to the transit office.
  - Must seek management approval before any deviation of route
  - Notify dispatcher of any weather/vehicle conditions that interfere with safe operation of vehicle
- Complete a pre-trip and post trip inspection of buses.
- Report any accidents or incidents at the time of the occurrence.

### **SKILLS/QUALIFICATIONS:**

- Drivers must have current D.O.T physical card
- Must have a valid CDL Class B license with Air Brake and Passenger endorsements
- Drivers must successfully complete a PA criminal background check.
- Drivers must obtain a PA Child Abuse History Clearance and Fingerprint
- Drivers must pass a pre-employment drug test, alcohol test and D.O.T physical.

- Clean driving record with no accidents or violations
- Excellent driving skills and knowledge of traffic laws and regulations
- Good communication and interpersonal skills
- Ability to remain calm and focused in stressful situations
- Good problem-solving skills
- Ability to work independently and as part of a team

## **EDUCATION & EXPERIENCE**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

- High school diploma or equivalent.
- Prior experience as a bus driver preferred
- Bilingual or Spanish speaking a plus

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The following is a representation of conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to bend over to secure wheelchairs to the floor multiple times during shift.
- Ability to squat or get down on one or both knees multiple times during a shift.
- Drivers must have the physical strength to be able to help passengers using mobility devices (e.g. wheelchairs) including the ability to physically transport passengers, help people up and down stairs while they are using a mobility device and are physically able to push/pull up an incline or down a decline.
- **Vision:** Sufficient to obtain and maintain a CDL Class B Driver's License
- **Hearing:** Hear in the normal audio ranges with or without correction.
- **Availability/Schedule:** Ability to work flexible hours, including weekends and holidays
- **Travel:** Daily travel within the LCTA service area.