

SOURIS BASIN TRANSPORTATION BUS / VAN DRIVER

Full or part-time position

JOB DESCRIPTION

The Full-time and part-time position is responsible for transporting clients of Souris Basin Transportation (SBT), a curb-to-curb transportation program, as directed by the Executive Director, Transportation Coordinator, or other designated supervisor of SBT.

Scope of Work:

General responsibilities include:

- a. Safely transport SBT clients to appointments, directed by the Transportation Coordinator/dispatcher/or immediate supervisor. Able to drive all transit vehicles in the fleet.
- b. Maintains accurate logs of mileage, riders, fare collections, money accountability, make change, etc. Knowledge of tablets, computer program systems, cell phones, and general IT knowledge for computer minor malfunctions.
- c. Completes daily schedule of rides with minimal tardiness on arrivals and departures at same time obeying all traffic laws. Defensive driving practices. Smoothness of the ride.
- d. Assists riders in boarding(s) and with packages as necessary. Ability to hear for communication purposes. Able to read, follow written and oral instructions, and safety standards.
- e. Conducts pre-trip inspections, vehicle fuel records and report any needed maintenance. Must keep the interior and exterior clean.
- f. Projects a positive image to the public and provides exceptional customer service skills, which exhibit patience and consideration. Represent the agency to the general public on an ongoing basis. Follows SBT policies and procedures.
- g. This position reports directly to the Executive Director or SBT Transportation Coordinator.
- h. Other duties as assigned by your supervisors which may include: janitorial, bus cleaning, office work, dispatching.

Desired Qualifications:

- a. Ability to work independently and with a variety of individuals. Self-motivated.
- b. Strong knowledge of Minot urban area, and the region.
- c. Detail oriented, accurate and organized. Computer skills are required.
- d. Must possess a valid ND Drivers license and have clean driving record.
- e. Ability to communicate effectively, both written and orally, with a variety of individuals including co-workers, supervisors, and client base. Able to kneel and bending to attach wheelchairs securements, lift packages, assist clients up and down stairs.

Other Information:

- a. This position is paid on an hourly basis for actual hours worked. Full-time benefits for the full time positions only.
- b. This position is subject to the "Substance Abuse Policy" of SBT, which requires pre-employment, random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing.
- c. Performance of the above duties involves being able to sit for long periods of time and to stand, walk, kneel, push, or pull; and to move 40 pounds on a frequent basis. Must have the ability to align a wheelchair into position for lift equipment and for transporting. The nature of the work requires exposure to all types of weather conditions, noise and vibration and possible hazardous conditions.
- d. An individual in this position must be able to perform the essential functions of this position, passing bus operations and all required testing.