

UINTAH BASIN ASSOCIATION OF GOVERNMENTS
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Substitute Transit Bus Driver

DEPARTMENT: Transportation

Operates buses or vans in a safe manner over assigned routes for the Basin Transit Association in both Uintah and Duchesne Counties as a substitute for regular drivers, according to established time schedules or on dial-a-ride routes while being courteous to the public and maintaining order in the vehicle. Duties include: Ensures vehicles are clean before operation and conducts inspections before and after operation to note damage or defects. Make notes on pre-trip inspection reports. Accurately records passengers carried. Operates bus on assigned route on a designated schedule, picking up and safely discharging passengers; or operating a van to pick up and safely discharge passengers, or operating lift equipped vans and providing assistance to riders. Greets passengers in a pleasant and courteous manner; collect fares, issues transfers, sells passes, gives information concerning routes, schedules and transfer points; secures and turns in articles found in vehicle; completes trip and other reports. Receives complaints from passengers in a polite manner and attempts to provide appropriate information; refers complaints to supervisor. Reports promptly any delays, accidents, and other incidents that may affect operations. Understands and applies those procedures and requirements listed in Employee Manual. Various duties as assigned by the Supervisor. Must be able to work various hours and days. Basin Transit Association has a policy of a drug-free and alcohol-free workplace. Employment is contingent on passing a substance abuse test and back ground check. Hired applicants will be subject to random drug and alcohol testing throughout their period of employment. Requirements include: Possession of a valid State of Utah Driver's License with a minimum Class B CDL and Passenger Endorsement. CDL Class B and Passenger Endorsement can be attained after hiring. High School Diploma or equivalent required. One year experience or equivalent combination of experience and training preferred but not required. Open until filled. Equal Opportunity Employer