



Driver

Reports To

The Transportation Director

Job Overview

Provides information daily to clients using Access Tusc Transportation Services. Works directly with Scheduler/Dispatcher to provide excellent service to our clients to ensure Access Tusc Transportation operators efficiently on a daily basis. It is essential that drivers communicate with the office staff and follow all policies of Access Tusc in order to serve our clients of Tuscarawas County.

This position is a safety-sensitive position requiring the safe operation of a motor vehicle in the provision of public transit services and the effective transportation of all passengers. Performance of these duties must be conducted in compliance with all applicable DOT, federal, state, local, and system regulations and policies, including U.S. DOT drug and alcohol testing regulations.

Responsibilities and Duties

- Drivers are required to follow Access Tusc dress code which includes wearing company logo shirts provided as a driver's uniform, wearing clean non stained non ripped pants or appropriate length shorts and closed toe shoes that are attached at the heel.
- Operates a motor vehicle in the provision of public transit services in compliance with all applicable DOT, federal, state, local, and system regulations and policies and ensures the safe and timely transportation of all passengers in the State of Ohio. **All passengers are required to wear seat belts the only exception is if they have a doctor's excuse on file in the office.**
- Assists passengers as needed in the boarding and disembarking of the vehicle in order to ensure the safety of all passengers, including assistance during vehicle evacuation, as necessary.
- Boards and disembarks passengers, including those using common wheelchairs or other mobility devices, requiring the use of lift equipment and securement systems according to the system's policies and procedures in order to ensure the safety of all passengers.
- Completes daily paperwork using transportation software tablets, as required, to ensure accurate reporting and records as well as submitting and paperwork to Access Tusc Transportation Office. Returns software tablets shut off to the office to plug in at the end of the shift
- Communicates with Access Tusc Transportation office on client's status or any changes in the schedule ie such as no shows, inappropriate behavior, tardiness, collection of fares, appointments that are very early or late, road conditions or weather conditions etc.
- Provide written receipts to passengers, as necessary.

- Completes daily pre-trip inspection & post-trip inspection using the required inspection checklist on the software tablet to ensure the proper and safe functioning of the vehicle.
- Regularly inventories vehicle equipment and supplies; reports restocking needs in accordance with the system's established procedure in order to maintain a safe, functional vehicle.
- Fuels the vehicle; ensures that all vehicle systems are properly shut down; visually inspects the interior for any items left by passengers; ensures all lights are off, windows are up and vehicle is locked and keys returned to the office to maintain security.
- Regularly cleans interior of vehicle to maintain a sanitary environment for passengers and the safe operation of the vehicle.
- Clean vehicle interior, including wheelchair brackets, using a vacuum or broom.
- Follow all COVID-19 guidelines for Driver, Passenger and disinfecting the vehicle before during and after passenger's trips with Access Tusc's UV-C Portable Sanitizing Lamp.
- Daily mop the inside of the vehicle floor and let dry.
- Clean windows using window cleaner.
- Empty trash from inside the vehicle.
- Disinfect vehicle arm rests, seats, handrails, dashboard, instrument panel, etc. using disinfectant cleaner.
- Cleanup of blood and other bodily fluids, as needed, sanitizing with disinfectant cleaner
- Report any damage to vehicles, injury to driver or client, maintenance problems with vehicles to the office staff.

ADDITIONAL DUTIES

- Any other functions that may be necessary in meeting the requirements of Access Tusc Transportation, partnering agencies and/or other funders.

PHYSICAL REQUIREMENTS

- Must have the ability to bend, crouch, kneel, twist, push, and pull.
- Must have normal hearing, with the aid of corrective devices, as needed (i.e. hearing aid).
- Must have normal vision, with the aid of corrective devices, as needed (i.e. glasses or contacts).
- Must be free from fainting spells, blackouts, dizziness, or seizures.
- Must have the ability to sit in a normal seated position for extended periods of time.
- Must have the ability to endure extended periods of driving.
- Must have the ability to lift up to 70 lbs.
- Must have the ability to tolerate exposure to dust, gas, and/or fumes.
- Must have the ability to exert up to 20-50 pounds of force, occasionally, and/or 10-26 pounds of force frequently.

- Must be at least 21 years of age.

Note: These physical requirements are not meant to replace those specified by the Federal Motor Carrier Safety Administration Part 391.41 “Physical qualifications for drivers.” All FMCSA physical requirements must also be met.

COGNITIVE REQUIREMENTS

- Must have the ability to determine vehicle travel path, follow directions, read map or use GPS unit to ensure safe and timely transportation of passengers.
- Must have the ability to evaluate and determine proper action in stressful situations that may pose a safety risk calmly and professionally.
- Must have the ability to effectively communicate, including:
 - Strong oral and written communication skills;
 - Knowledge of English language; and
 - Ability to effectively communicate required action to passengers in situations that pose a safety risk calmly and professionally
- Must have the ability to comply with current traffic and driver safety regulations as well as all other applicable Federal, State, and local regulations and system policies.
- Must possess strong organizational skills and detail oriented.
- Previous work experience transporting passengers, preferred
- Basic mechanical knowledge
- Self-starter and able to work independently
- Good attitude with need for flexibility in changes in schedule
- Superior time management skills and ability to meet deadlines
- Good handwriting skills
- Submit to pre-employment and random drug and alcohol screenings as needed.
- Complete all required Training and Certifications as required and provided by Access Tusc Transportation
- Must have the ability to analyze and solve problems.
- Must have the ability to learn, understand, and follow all public transit routes/schedules.

WORKING CONDITIONS

The driver’s hours of work and work schedule vary. The position requires being seated for extended periods of time while operating a motor vehicle, interrupted by frequent standing in order to assist passengers. While driving and/or assisting passengers, the driver will need to bend, crouch, kneel, twist, push, and pull. The position may also require exposure to varied weather conditions, temperatures, and light levels. The position requires frequent interaction with the public. The position may require maneuvering the vehicle in congested traffic and within areas of restricted space.

EDUCATION AND/OR CERTIFICATIONS REQUIRED

- Must have a valid driver's license, with excellent driving record.
- High school diploma.
- No criminal background history
- Basic computer skills, including ability to navigate on a tablet device
- Meet or exceed system-established driver eligibility standards.
- Must possess and maintain a good driving record meeting or exceed system's established driver eligibility standards.

"The physical demands described here are the representative of those 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 functions."