



Job Description
Job Code: 604 – PT
Salary: \$12.76/hr.

TRANSPORTATION DRIVER – PART-TIME

DESCRIPTION: Under general supervision of the Transportation Manager, provides public transportation to shopping centers, doctor's offices, work, school, day care, etc. in a safe and timely manner; operates a city bus in accordance with city, state, and federal regulations; and performs related duties as assigned.

CLASSIFICATION: This is a part-time position with no benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Drive and operate buses safety and efficiently in accordance with local laws and ordinances, and other standards and guidelines for drivers.

Drive buses within designated routes and stops while maintaining a set schedule (Fixed Route).

Drive buses to designated pickup/drop-off points listed on manifest within designated time constraints (ADA/Paratransit).

Greet and assist citizens and customers in a manner consistent with excellent customer service standards.

Perform daily vehicle checks (pre- and post-trip inspections) to ensure equipment safety. Observe, document, and report vehicle safety or other safety issues to appropriate individuals.

Maintain cleanliness of buses, especially the interior (daily) and exterior.

Coordinate with the fleet supervisor to determine the safety and serviceability of the vehicle.

Coordinate with Transit Dispatch for route deviations and instructions.

Comply with FTA Substance Abuse Policy and other personnel practices.

Maintain required certifications and licenses and immediately notify management of any incident that could influence license status and ability to meet license requirements.

Assist customers on and off of the transit vehicles.

Secure wheelchairs and mobility devices.

Collect fares and passenger passes or transfers.

Refuel bus each day.

Perform other related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the various medical, dental, and social organizations in the Verde Valley.

Knowledge of the practices and procedures of the Transportation Department.

Knowledge of the traffic patterns in the Verde Valley.

Knowledge of vehicular preventive maintenance.

Skill in conducting two-way radio communications.

Skill in developing and maintaining effective interpersonal relations.

Skill in performing multiple tasks simultaneously.

Skill in maintaining composure during crisis situations.

Transportation Driver – Part-time (Continued)

PHYSICAL REQUIREMENTS: This classification involves light to heavy lifting and carrying due to passengers/parcels as required on and off the van wheelchair lift/ramp. This classification involves work driving transportation vehicles around the Verde Valley.

MINIMUM QUALIFICATIONS: The equivalent of a high school diploma or GED and two (2) years driving multi-passenger commercial vehicles. The possession of a Commercial Driver's License (CDL), Class C, with passenger endorsement is required or the ability to obtain within thirty (30) days upon employment offer. Must have or be able to obtain a Level One Fingerprint Clearance card.

SPECIAL CONDITIONS: All new hires for the Cottonwood Area Transit System department are required to pass a post-job offer, pre-employment drug test. All employees who work in the Cottonwood Area Transit System department will be subject to random drug and alcohol testing.

PART-TIME DRIVERS: Scheduled work hours – Posted monthly (times subject to change).

Previous Employer Drug and Alcohol Testing Release Form Required by the Dept. of Transportation (49CFR part 40.25)

Agency Requesting: City of Cottonwood Fax Reply to: 928-634-3727

As a requirement of 49CFR part 40.25 it is necessary to obtain drug and alcohol testing information from applicants' previous covered employer(s). This information must be obtained from all DOT regulated employers from the preceding two years. The documentation **must** be obtained no later than 30 calendar days after the first time a covered employee performs a safety-sensitive function.

Attention Personnel: New hires must fill out and sign this release form

PART 1 – TO BE COMPLETED BY APPLICANT

I, _____, hereby authorize the following companies (for which I worked) to furnish the information requested concerning my drug and alcohol test records:

This information will be released to _____ **(company/agency)**

Previous DOT covered employer for the past 2 years (one sheet per employer): **Print Clearly**

Company Name	Address, City and State	Phone	Fax

This Authorization is valid until withdrawn by me in writing.

Dated this _____ **day of** _____, 20_____

Name of applicant (print) _____ **Signature of applicant** _____

Social Security Number _____

PART 2. – TO BE COMPLETED BY PREVIOUS EMPLOYER

Has this person received any positive results for controlled substance tests in the past 2 years? Yes, No

Has this person received Alcohol test results of 0.04 or greater in the past 2 years? Yes, No

Has this person refused to participate in the required testing program in the past two years? Yes, No

Has a Substance Abuse Professional evaluated this person? Yes, No

If yes, is he/she in compliance with SAP's recommendations? Yes, No

If you answered, "Yes" to any of the previous questions please release all documentation relating to the SAP evaluation, assessment, recommendations, and follow up & return to duty testing records.

SAP Name _____ SAP Phone # _____

Company Name _____ Date _____

Name of person releasing information _____ Signature _____

Fax Completed form as soon as possible to 928-634-3727 **or**

Mail to City of Cottonwood, HR Dept., 816 N. Main St., Cottonwood, AZ 86326

Applicant Drug Testing Acknowledgment

I understand that as part of my application for employment I must successfully complete a USDOT drug test as required by 49 CFR parts 40 & 655. I understand that a negative test result is required before I will be able to perform a safety sensitive function. Participation in the federal drug and alcohol testing program is a condition of employment.

I also certify that I have not had a positive drug test result on a DOT pre-employment drug test in the past 2 years.

Signature of applicant

Witness

Date

Date