

We eliminate poverty by empowering families and engaging communities



Lakes & Prairies Community Action Partnership, Inc.

Employee Name	Program	
	Economic Empowerment/Clay County Seniors	
Job Title	Job Classification Code	
Bus Driver	07	
Originally Prepared By	Date Prepared	FLSA Status
Robin Christianson, Seniors Program Coordinator Colleen Murray, Operations Director Kim Trautman, Human Resources Director	02/26/2019	Non-Exempt
Reports To	Approved By	
Robin Christianson, Seniors Program Coordinator		
Employee's Signature	Date	
Supervisor's Signature	Date	

JOB FUNCTION:

Develop and maintain up to date routes to transport Senior Citizens within Clay County. Ensure that passengers are transported in a safe and efficient manner. Responsible for daily operation of the bus and with the upkeep.

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AGENCY EXPECTATIONS:

- 1) Embrace, advocate, and carry out the mission, vision and core values of the Agency and adhere to all Agency Policies and Procedures
- 2) Familiarize and work toward the achievement of Agency-wide strategic goals, strategies and measures
- 3) Acts as a role model within, as well as outside the Agency
- 4) Provide friendly, responsive service to the public, community organizations and to those we serve
- 5) With a respectful and positive attitude, work with low income individuals and families with diverse backgrounds
- 6) Support, develop and maintain productive relationships required to carry out job activities
- 7) Demonstrate flexible and efficient time management
- 8) Maintain the security and confidentiality of all records and interpersonal interactions
- 9) Work effectively and cooperatively with community partners and co-workers
- 10) Participate in and/or lead Agency committees

REPORTING TO THIS POSITION ARE: None

ESSENTIAL FUNCTIONS:

1) Transporting passengers safely

- a) Safely run a fixed route, including stopping at railroad crossings and other specialized driving requirements
- b) Assist passengers in loading and unloading from the bus to prevent injury
- c) Maintain all required documentation.
- d) Greet and communicate with passengers in a friendly way.
- e) Maintain strict confidentiality regarding client and agency matters at all times

2) Routine

- a) Respond to daily changes in the route due to passenger updates
- b) Update bus route as necessary
- c) Maintain an accurate map of the daily route to allow a replacement driver to successfully complete the route

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3) Vehicle maintenance

- a) Check all fluid levels daily and see that they are maintained at the proper levels
- b) Ensure that fuel is adequate to complete routes
- c) Ensure that the exterior and interior of the assigned vehicle is kept clean
- d) Report suspected vehicle problems to supervisor
- e) Responsible to check, daily, all required vehicle safety equipment and lights, problems will be taken care of or immediately reported to supervisor
- f) Perform Pre- and Post-trip inspections daily

4) Agency and Division Support

- a) Assist with collecting payment for transportation services
- b) Drivers will be responsible to receive all training required by the State of Minnesota on an annual basis
- c) Drivers will receive 8 hours of in-service training annually, on maintaining driving skills
- d) Compile and submit required reports, plans and data to appropriate Supervisor
- e) Assist with other program projects as requested by Supervisor
- f) Attend and participate in agency, community and state meetings important to effective Agency operations
- g) Assist with the orientation/ training of new staff
- h) Seek out additional training to enhance personal development

QUALIFICATIONS:

Minimum

- Current Drivers' License
- Must be at least 21 years old
- High School Diploma or GED equivalent
- FHWA approved Drug and Alcohol testing under the following circumstances, as defined by FHWA
 - 1) Pre-employment/Pre-duty
 - 2) Reasonable suspicion
 - 3) Post-accident
 - 4) Random
 - 5) Return to Duty and Follow-up

Preferred

- Previous experience in driving positions
- Effective communication skills
- Willingness to work flexible hours, dependent on duties
- Must be willing to attend training to meet program requirements

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AMERICANS WITH DISABILITY SPECIFICATIONS:

- **PHYSICAL DEMANDS:** The physical demands described here are 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
 - While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl, talk or hear, taste or smell
 - The employee must occasionally lift and/or move up to 50 pounds.
 - Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- **WORK ENVIRONMENT:** Work environment characteristics described here are 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.
- The noise level in the work environment is usually moderate