

**JOB TITLE:** Fixed Route Operator - Adams County

**COMPANY NAME:** rabbittransit

**COMPANY LOCATION:** 257 N. 4th Street Rear Gettysburg,

**JOB STATUS:** Part Time

**JOB DESCRIPTION:** The driver is responsible for operating a van/bus to transport passengers in a safe and courteous manner according to published routes and timetables. The driver is responsible for driving defensively and reacting to emergency situations to ensure the safety of the passengers and the safety of the general public. Work includes completion of vehicle inspections, maintaining accurate records, assisting passengers as required including wheelchair securements, receiving and accounting for fares, radio communications, following emergency procedures, and other activities as assigned by the General Manager. The driver is responsible for meeting all attendance requirements, policy, and safety emergency response situations. CPTA is the County Emergency responder. Available for forms of Adams transportation systems as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Prepares for daily run by reporting to dispatch at scheduled time, in physical condition to fulfill the essential functions of driving a vehicle and adhering to the dress code. Obtains assignment, reviews any posted notices, and communicates any irregularities to dispatch.
2. Ensures vehicle is safe and reliable prior to operation by conducting an inspection and performing daily pre- and post-trip inspection checklist and completing a non-compliance report and returning it to the Dispatcher or Supervisor for resolution if necessary.
3. Provides public transit services by safely operating assigned vehicle to pick up and deliver passengers on a fixed route in a courteous and professional manner in accordance with specified time schedule and under all weather, traffic and passenger load conditions. Works variable shifts, irregular hours and is available for work/overtime in accordance with bid, policy, and response to emergency situations.
4. Maintains safe conditions by complying with traffic regulations; observing traffic conditions; avoiding dangerous situations, and enforcing passenger safety/conduct rules.
5. Complies with all ADA mandates by assisting with boarding and departing passengers with disabilities including the operation of wheelchair lifts and securing devices.
6. Represents the Authority in a professional and positive manner and ensures a positive passenger experience by listening to complaints regarding delays or problems encountered in the provision of services. Answers questions from passengers regarding fares, schedules and routing. Regulates heating, cooling and ventilation systems for passenger comfort. Maintains the vehicle interior in a neat condition during service operation.
7. Assists passengers requiring aid (including elderly individuals, individuals with hearing and sight impairments, physically/developmentally disabled individuals, etc.) by helping them board or depart from the vehicle, assisting them with packages, securing wheelchairs announcing required and special request stops, etc.

8. Follows proper emergency procedures in the event of an accident or safety incident by following established procedures including but not limited to notifying dispatcher or supervisor, securing accident/safety incident scene, tending to passengers, obtaining witness cards, deferring media statements to proper channels, and completing an accident report.
9. Ensures proper receipts to the Authority by collecting fares according to established fare categories, completing ridership forms as required, completing any passenger reports and providing transfers for passenger connections with other routes.
10. Ensures operation communications and resolutions in accordance with Federal Communications Commission guidelines by utilizing two-way radio to contacting dispatch to timely and accurately report all irregularities, delays, accidents, incidents, requests for emergency maintenance, and safety/operation problems as they occur, preparing written report of event. Listens and complies with all communications/directions from dispatch.
11. Maintains driving knowledge and skills by participating in safety and related training programs that are made available.
12. Ensures compliance by complying with CPTA's policies and procedures and local, state and government regulations. Maintains regular attendance and performs duties and responsibilities as assigned. Responds as needed for emergency situations and maintenance of service.
13. Contributes to the team effort by training assigned employees, participating in problem solving methods, and maintaining a cooperative relationship with coworkers and management.

**JOB QUALIFICATIONS:** HS degree or equivalent; job related experience preferred. Must meet hiring qualifications including but not limited to, minimum of 21 years of age, acceptable driving record and background verification in accordance with CPTA standards. Ability to apply critical thinking and common sense understanding to carry out transportation services. Ability to keep mentally alert and maintain concentration. Knowledge of safe driving practices and demonstrated ability to operate and drive transit vehicles in a safe manner. Ability to understand and adhere to Authority rules, procedures, directions, funding guidelines, DOT regulations and PA traffic regulations. Good attendance. Ability to work bid runs, variable shifts, and irregular hours. Available for work/overtime in accordance with bid, policy and response to emergency situations. Demonstrated customer service orientation with the ability to deal courteously, sensitively, and effectively with the public. Adherence to regulations; harassment/discrimination policy/guidelines. Ability to operate communication and other designated automated equipment. Ability to manage one's own time and to follow a schedule to meet deadlines. Ability to actively listen, communicate effectively and follow oral and written instructions that are given in English. Ability to complete records. Ability to work with diverse customers. Ability to enforce all CPTA rules and procedures with passengers. Must hold and maintain a class "B" or "A" Commercial Driver's License (CDL) with a passenger endorsement and air brake restriction lifted, and, maintain a current DOT medical certification. This is a safety sensitive position subject to US DOT Drug and Alcohol pre-employment, random, post-accident, reasonable suspicion and return to duty testing. Majority of time is spent in vehicle. Regularly exposed to vehicle noise,

fumes, drafts, etc. when vehicle is in operation. Regular exposure to elements such as rain, snow, high or low temperatures. Work involves extended periods of sitting, regular standing, walking and crouching, stooping, kneeling, pushing, pulling. Use of legs and body torso to climb steps in bus, assist passengers when necessary and maintain body equilibrium to prevent falling when working on slippery surfaces during winter months and all weather conditions. Ability to do lifting, securing and maneuvering objects such as wheelchairs with passengers with a broad range of body weights. Requires continuous use of hands, arms, feet, and legs to push/pull or activate essential controls (pedals, levers, and knobs) in recurring operational motions. Right and left side of body is used in steering, opening and closing doors, assisting passengers into and out of vehicle, carrying bags of groceries and related tasks. Requires the capacity to hear and ability to speak normal conversation in clear English. Ability to write reports. Must have good vision and depth perception. Requires the ability to have a good demeanor, behavior and rapport with public under stressful or emotionally charged situations and to communicate with diverse, elderly and disabled clients. Requires the capacity to apply common sense and understand procedures and policies to carry out transportation services. Must have the physical/mental ability to quickly assist passengers and maintain composure in times of emergency or passenger incidents. Ability to keep mentally alert and maintain concentration to ensure defensive driving techniques are used and to react to situations. Must be able to maintain regular and acceptable attendance at the employer's standards to meet position requirements. Must be able to work variable shifts, irregular hours and is available for work/overtime in accordance with bid, policy and response to emergency situations.

**WORK SCHEDULE:** Evenings

**APPLY AT:** To apply, visit [rabbittransit.iapplicants.com/ViewJob-761921.html](http://rabbittransit.iapplicants.com/ViewJob-761921.html).