

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.

Job Title: Substitute Public Transportation Bus Driver

Department: Council on Aging

Location: Baker, Montana

Job Status: Non-Exempt, Intermittent

Reports to: Council on Aging Coordinator

Job Overview:

This position transports individuals, regardless of age, disability, gender, or income, primarily within the Baker City limits from one location to another while providing a high level of customer service and assistance as needed. This position delivers meals as part of the Home Delivered Meal Program.

This position requires unsupervised contact with juveniles and/or elderly and is subject to pre-employment drug & alcohol testing, a criminal background history review and motor vehicle driving history review.

Upon employment, this position is subject to random, on-going drug and alcohol testing.

Essential Functions:

Customer Service –Communicate with customers, fellow bus drivers and all staff members to ensure safe and expedient pick-up and drop-off of passengers. Assist passengers in boarding and disembarking as required, including assisting with packages as necessary. Collect fare donations and/or punch pre-purchased ride tickets. Ensure bus is clean and free of debris utilizing onboard supplies. Perform daily maintenance checks via established checklist.

Home Delivered Meal Program - Pick up meals at Fallon Medical Complex and deliver to recipient's physical address; perform general welfare check when delivering to ensure recipient is present. Report issues/concerns to the Coordinator or emergency personnel as warranted.

Record Keeping – Maintain a passenger list and boarding records as required by the grant funding the transportation vehicle (UMTA 16(b)(2). Maintain a daily log with record of mileage and bus operation time.

Competencies:

Attention to Detail, Oral and Written Communication, Driving Skills, Initiative and Accountability, Interpersonal, Professionalism, Sensitivity, Flexibility, and Problem Solving:

This position requires considerable driving skills, including the ability to read maps and navigate various road conditions. Excellent customer service/interpersonal skills and the ability to resolve customer questions and concerns with courtesy and respect. Requires the ability to effectively

interact with variety of personalities and demands of the public. Ability to act with initiative, common sense, and good judgment. Requires the ability to accurately assess and respond to emergency situations.

Minimum Qualifications:

The above knowledge, skills, and abilities are typically acquired through a high school diploma or equivalent. A valid Montana driver's license and demonstrated safe driving history are required.

Salary Schedule:

The wage for this position is \$15.80 per hour.

Hours of Work:

This position will substitute as needed and available for the Primary Public Transportation Bus Driver 8:00 a.m. to 4:00 p.m., Monday – Saturday.

Physical and Environmental Demands:

While performing the essential functions of this position, required to sit for long periods; will also stand, walk, use hands and fingers, climb or balance, reach with hands and arms, stoop, kneel, crouch, crawl, speak and hear. May be required to lift up to twenty-five (25) pounds. Specific vision abilities include close vision, distance vision, and depth perception.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.