

CADILLAC/WEXFORD TRANSIT AUTHORITY

Job Classification: Driver

Job Requirements: High School Diploma or G.E.D.
Michigan CDL Type C with Passenger Endorsement.
Mental and physical ability to perform the job.
Satisfactory driving and criminal record.
Satisfactory medical examination and drug test.

Job Summary:

CWTA Drivers are responsible for the care, welfare, safety, and security of our passengers. They must safely operate automatic transmission busses of various sizes in all types of road and weather conditions. They must accurately follow directions and read road maps. Excellent verbal and written communication skills are required. During stressful situations, Drivers must remain calm and courteous. They must physically assist wheelchair and ambulatory passengers on/off the bus as needed. Drivers must always present a positive image to the public.

Drivers are supervised by the Operations Manager.

Essential Functions: All Drivers must be able to –

1. Meet the standards of a physical examination and drug test to comply with the rules and regulations of the Michigan Department of Transportation (MDOT).
2. Pass periodic, unannounced “random” drug tests after employment begins.
3. Successfully complete all training programs implemented by the CWTA and testing to obtain necessary CDL.
4. Safely maneuver and control any CWTA bus in all types of road, traffic, and weather conditions.
5. Effectively and efficiently navigate all roads covered by the CWTA.
6. Comply with all Michigan traffic laws pertaining to busses as well as general traffic.
7. Comply with all CWTA procedures, rules, and regulations.
8. Communicate effectively with dispatchers, co-workers, and the public.

9. Effectively use 10-code, 2-way radios, tablets, and other technology to communicate with dispatchers. Must follow detailed sequential instructions to pick-up and drop-off passengers.
10. Operate tablets and other electronics as instructed.
11. Maintain a legible and accurate written driver's log for each shift worked.
12. Report all incidents/accidents immediately and follow-up with complete and accurate written information.
13. Work effectively with persons of all age groups and all disabilities.
14. Physically load passengers with wheelchairs or other adaptive equipment onto bus lift and secure them on board, as well as, assist ambulatory passengers on/off bus as necessary. Physical maneuvers required may include walking, bending, stooping, lifting, pushing, pulling, and grabbing.
15. Manage all vehicle emergencies, passenger emergencies, and other stressful situations in a calm and courteous manner.
16. Perform thorough federally mandated Pre-trip Inspection of assigned bus before each shift to assure safe operation.
17. Maintain a clean bus interior for passenger safety and comfort.
18. Perform routine maintenance on buses such as fueling and checking/adding vital fluids as needed.
19. Exhibit a positive work attitude and a professional image to the public and co-workers.
20. Perform other duties and accept other responsibilities as determined appropriate by the CWTA management.