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JOB DESCRIPTION

Effective Date: 01/03/11 Revision Date: 03/09/18

Name: _____

Position: Transit Driver Program: _____

Job Summary: (Primary Function)

Responsible for regular routes, medical and general public transportation (for non-emergency appointments and hospital discharges). Will be required to work an adjusted, flex schedule Monday - Friday. Must have a North Carolina Driver's license. Must maintain a current, valid DOT physical certificate if a CDL license is required.

Job Responsibilities: (Essential Functions: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

1. Performs pre/post inspection on vehicle for maintenance and safety issues - submits daily
2. Reports any safety/maintenance issues to Safety/Maintenance Coordinator or Dispatcher
3. Ensures vehicles are clean and full of fuel before returning to vehicle lot
4. Complete all daily activities and reporting efficiently on time
5. Receives and accounts for all fares as collected daily and submit to office at the end of the day
6. Uses sound judgment in following dispatch instructions. Keeps regular contact with dispatch.
7. Practice respect and continuous communications with dispatcher, confirming all calls
8. Observes all traffic laws, especially those related to public transportation.
9. Ensure that all passengers wear seat belts and follow safety regulations
10. Assists passengers as required and as defined in the driver's handbook
11. Follows safety protocols as defined in the HPT System Safety Program Plan
12. Contact management or office personnel regarding absences
13. Be prompt, accurate and professional at all times
14. Required to wear uniforms (khaki pants, shirts with logos, professional outerwear
15. Any other job related assignments that may be required or deemed advisable by the supervisor: _____

Job Requirements

Skills:

1. **Education/Trade Knowledge:** Must have a high school diploma or equivalent. Must have a valid North Carolina driver's license. Must possess a good driving record - no incidents of speeding, reckless driving, driving while impaired, or other violation defined by Federal Motor Carrier Safety