Job Description

**Job Title:** Transportation Driver

**Supervisor:** Office Manager

**Prepared By:** Angela Thomas

**Summary**

Drives bus to transport passengers over specified routes to local or distant points according to time schedule by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Assists passengers with entering and exiting vehicle as required. Regulates heating, lighting, and ventilating systems for passenger comfort. Complies with local traffic regulations; reports delays or accidents. Inspects vehicles and checks gas, oil, and water before departure. Records daily mileage, gas and Transportation Log (Individuals).

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision.

**Use of Technology** - Demonstrates required skills.

**Problem Solving** - Uses reason even when dealing with emotional topics.

**Customer Service** - Manages difficult or emotional customer situations; responds to requests for service and assistance; meets commitments.

**Communications** - Exhibits good listening and comprehension; keeps others adequately informed.Cooperation - Exhibits tact and consideration.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

**Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; supports everyone's efforts to succeed.

**Written Communication** - Able to read and interpret written information.

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Business Acumen** - Understands business implications of decisions.

**Conflict Resolution** - Keeps emotions under control.

**Diversity** - Shows respect and sensitivity for cultural differences.

**Ethics** - Treats people with respect; inspires the trust of others; works with integrity and principles.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability**

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**Computer Skills**

No computer skill required

**Certificates, Licenses, Registrations**

HS Diploma or GED, Current driver's license, Good driving record, First-aid/CPR, PPD, Working cell phone and must be able to pass a national background check.

**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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk and climb or balance. The employee is occasionally required to stand; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing 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 loud.