

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Transit Driver  
**Department**: Rowan Transit System  
**Revised** : September 2020

**Class** : Service Maintenance  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the Transit Driver classification.*

**GENERAL DESCRIPTION**

Performs semiskilled work operating passenger vehicles in order to transport clients. Responsible for assigned transit route and transporting clients to and from their scheduled destinations, assisting passengers as needed, completing vehicle inspections, fueling and cleaning vehicles (interior and exterior) and maintaining correct trip records. This position requires tact, good judgment and initiative to be exercised in order to ensure safe vehicle operation and when handling unique situations that may arise with passengers. Work is performed under the supervision of the Transit Operations Manager.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Assists the Transit Operations Manager with the daily operations of the Rowan Transit System to ensure Federal and State regulations, grant requirements, and contract obligations are met.

Performs general office work as required.

Operates a 2-way radio to communicate with dispatchers at base; maintains frequent communication to ensure safety.

Transports clients to designated sites; picks up/drops off.

Assists passengers when boarding or exiting the vehicle; may include operating vehicle with wheelchair life equipment.

Completes vehicle inspections to include maintenance and safety; performs general vehicle maintenance tasks.

Maintains cleanliness of assigned vehicle, exterior and interior.

Accurately documents mileage for each rider on manifest log; completes other records as required.

Attends all division training programs.

Performs work during emergency/disaster situations

Completes related tasks as requested.

*Management reserves the right to add or amend duties at any time.*

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of regions traffic rules and regulations; familiarity with all applicable safety rules, regulations and standards.

Thorough knowledge and understanding of DOT (Department of Transportation), FTA (Federal Transit Administration), FMCSA (Federal Motor Carrier Safety Administration) rules and regulations.

Thorough knowledge of vehicle operation, maintenance and repair needs, and safety procedures and techniques.

Knowledge and experience in an operation similar in size and scope.

Knowledge and experience working in public transportation operations.

Basic written and oral communication skills, that include ability to explain and present regulations to others.

Basic knowledge of modern office practices, procedures, and technology and skill in operating personal computers and understanding applicable software.

Ability to establish and maintain effective working relationships with elderly and disabled clients, contracting agencies, fellow employees, and the public.

Ability to physically assist riders as required including, but not limited to the securement; transport; and mobility assistance requirements of the wheelchair bound and/or ADA populations.

### **PHYSICAL REQUIREMENTS**

Must be able to pass initial Fit-For-Duty physical examination and any follow-up exams as required; must be physically able to operate any vehicle in the fleet that is assigned to the employee and be able to operate any mobility equipment, including wheelchair lifts, located on or within the vehicle.

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard and radio. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

### **MINIMUM EXPERIENCE AND TRAINING**

Requires a High School Diploma or GED; at least 21 years of age with a minimum of one (1) year driving experience. Two (2) years of experience in the Public Transportation Industry preferred. Requires possession of a valid NC Driver's License appropriate for the size vehicle to be driven which may include a Class B CDL.

### **SPECIAL REQUIREMENTS**

Must meet all DOT requirements for the position. Possession of an appropriate driver's license valid in the State of North Carolina. Ability to obtain and maintain a commercial driver's license with proper endorsements, if required, and all required certifications; First Aid; CPR; Defensive Driver Course; Wheelchair Securement; Blood borne Pathogen.

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Position is a safety-sensitive position as defined by the Drug-Free Workplace Policy.

Must be bondable; comply with NCDOT/FTA requirements for pre-employment, random, reasonable suspicion, and post-accident drug and alcohol tests as deemed appropriate by the Rowan County Transit System current approved drug testing policy; pass the two (2) year required DOT physical examination; and have a telephone or be able to be reached.

Background checks are performed as a condition of employment and may be performed annually thereafter. DMV checks are performed as a condition of employment and every 3 months thereafter. DMV driving record should have 0 points.

**This job description does not create an employment contract,  
implied or otherwise.**