



## **Lead Driver II**

Community Action Agency - Transit

CAA - TRANS/1125  
Pay Grade: \$13.68/hourly

### **JOB SUMMARY**

This position is responsible for supervising Fleet, Bus Operators II and Bus Operator IIIB in the transport of rural passengers. This position reports directly to **Transit Program Manager**.

### **MAJOR DUTIES**

- Makes sure Pre-Post inspection reports are prepared by drivers.
- See that vehicles are kept clean inside / outside.
- Check safety stickers periodically.
- Check condition on tires.
- Keep mileage log on each vehicle.
- Have mileage reports ready every 15<sup>th</sup> of the month for all vehicles.
- Check condition of body.
- Prepare requisitions immediately for parts and maintenance.
- Advice drivers to make a written report on any malfunction on vehicles.
- Check building for any maintenance needed.
- Assist Transit Program Assistant in preparing tickets to vendors.
- Coordinates with Lead Driver I in all transportation activities and to prepare weekly schedules.
- Serves as a substitute bus driver and must be accessible in all aspects of routes as needed; operates a bus along an assigned route.
- Works weekdays, weekends and holidays (if applicable).

- Coordinates with Lead Driver I, trains and certifies drivers on ***PASSENGER ASSISTANCE TRAINING***.
- Must have an open communication at all hours and outside of rural transit operations schedules.
- Picks up and drops off patrons; collects fares; transports para-transit/demand response passengers.
- Provides information to the general public regarding routes, established stops, schedules and services.
- Conducts pre- and post-trip vehicle safety inspections; checks brakes, tires, lights, wipers, and wheelchair lift.
- Conducts a walk-around vehicle inspection; reports equipment defects and problems to dispatch.
- Checks passenger ID cards to assess and collect proper fares.
- Maintains contact with dispatcher, supervisor and other drivers by way of two-way radio.
- Completes required paperwork and reports.
- Operates wheelchair lift and secures wheelchair passengers as required.
- Operates buses for outreach and special services as assigned.
- Verifies that passenger reports are prepared and turned in daily.
- Performs any other duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of program guidelines and procedures.
- Knowledge of traffic laws and safe driving techniques.
- Knowledge of county roads and landmarks.
- Skill in the safe operation of an assigned vehicle.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

## SUPERVISORY CONTROLS

The Transit Program Manager assigns work in terms of general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include county and program policies and procedures and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory, bus operation and customer service duties. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to supervise and drive a bus along an assigned route to provide transportation services to rural residents. Successful performance contributes to the safe and efficient provision of services.

## CONTACTS

- Contacts are typically with co-workers, other county employees, clients, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while driving a bus or while standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office, a bus, and outdoors, occasionally in cold or inclement weather.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Bus Operator II slot numbers:

- 1129
- 1911

Maintenance-Bus Operator II slot no.1556 and Bus Operator IIIB slot no. 1128.

## MINIMUM QUALIFICATIONS

- Must have one to three years' experience or service.
- Must have a high school diploma or GED from an accredited institution.
- Must have CDL class B with Passenger Endorsement.

