

**JOB DESCRIPTION:** Transit Driver

DEPARTMENT: Heard County Transit

The purpose of this position is to provide transportation services to Heard County citizens. Successful performance helps ensure the successful delivery of transit services. This is a safety sensitive position and you are required to pass a pre-employment drug screen and are subject to random drug and alcohol testing while employed.

**DUTIES:**

- Operates a van to provide transportation to citizens throughout Heard and surrounding counties. Will travel to Carroll, Coweta and Troup counties.
- Performs daily preventive maintenance inspections.
- Maintains daily trip manifest and maintenance logs.
- Accepts passenger fares.
- Assist patrons with boarding and disembarking the vehicle as needed.
- Assures that wheelchair bound patrons are properly secured.
- Performs other related duties as assigned.

**KNOWLEDGE/SKILL REQUIRED BY THE POSITION:**

- Knowledge of the geography of the county.
- Knowledge of traffic rules, regulations and laws.
- Skill in safe operation of a vehicle
- Skill in maintaining records via written and electronic
- Skill in oral and written communication

**PHYSICAL DEMANDS:** The work is typically performed with the employee sitting, standing, walking, bending, and crouching or stooping. The employee occasionally lifts light and heavy objects.

**TRAINING REQUIREMENTS:** Training for this position is required to fulfill GDOT and DHS Department rules and regulations. The following are current training requirements. This training will be provided by Heard County Transit upon hire.

- PASS Training (every 2 years)
- Defensive Driver Training (every year)
- Driver Improvement Training (every 5 years)
- CPR/First Aid Training (every 2 years)