



JOB DESCRIPTION

Job Title: Transit Driver
Location: Various Routes
Full/Part Time: FT/PT
Recruitment Status: Open
Close Date: On-going

Department: Operations
Reports To: Transit Supervisor
Entry Rate: FLSA Non-Exempt (\$13.61* p/hr)
*Rate regulated by the State of Florida

COVID ALERT: Drivers are required to wear masks while operating the vehicle with passengers.
Drivers are required to sanitize their bus with products and guidelines provided by the company.

The driver is responsible for providing customer service through the delivery and/or pick-up of guest and patrons from various pre-determined pick up and drop off locations in a timely and effective manner.

MINIMUM QUALIFICATIONS:

- Must be at least 25 years old
- Valid State of Florida Driver's License (CDL)
- 2 Years minimum commercial driving experience required
- No more than 4 moving violations OR 3 moving violations and one (1) accident
- Drivers may not have any major convictions within the last five (5) years
- Drivers of vehicles with a seating capacity greater than 15 or GVW of 26,000 lbs. or more MUST have a CDL and a minimum of one (1) year experience driving similar vehicles
- Valid Miami Dade County HACK License (*ability to obtain one prior to employment*).
- Open availability to work any day and any shift with reasonable accommodations.
- Reliable means of transportation to and from work.
- Reliable means of communication (cell / mobile phone / email address).

REQUIRED COMPETENCIES:

- Ability to communicate effectively in English with others both orally and in writing.
- Ability to sit for extended periods of time.
- Ability to work in extreme weather conditions.
- Ability to see and hear accurately in both day and nighttime conditions.
- Ability to comprehend numerous policies, procedures, concepts and to be able to respond using discretion and interpretive judgment based on general and specific policies.
- Ability to retain knowledge, information, and directions on an ongoing basis and communicate with courtesy and effectively with others.
- Ability to maintain accurate records.
- Ability to react appropriately in emergency situations.
- Knowledge of portable fire extinguishers and their locations.
- Knowledge of the geography of the site to which assigned.

ENVIRONMENT:

This is a Field Operations Position and requires the ability to work in a fast-paced, multi-faceted environment.

JOB DUTIES AND RESPONSIBILITIES:

- Drivers are responsible for the Easy Tickets™. Whenever the Driver is down to 100 tickets remaining, the Driver is to contact the Supervisor to receive additional tickets.
- The value of easy tickets is \$2.25 each or \$2.65 each, this value amount is subject to change by administration. The driver is responsible for giving an easy ticket to each passenger, collecting money from passengers and ensuring that it is tapped in the Fare Box.
- Drivers are **not** allowed to drive a route without having Easy Tickets™.
- Drivers must communicate all issues with the buses / Fare Box to Dispatch, unless otherwise directed by Supervisor or Operations Manager, along with documenting it in the Vehicle Inspection Form.
- Drivers are not authorized to change their assigned bus without authorization from Dispatch.
- Drivers are responsible for picking up (cleaning) and sanitizing their bus with company provided products after each run.
- Drivers **cannot** “run hot,” run faster than the schedule pick up times. Drivers **must** run at designated stop times.
- Transit Drivers require 5 days of training with an approved driver, prior to being able to drive a route.
- For training, Drivers are required to wear White Shirts, Black Pants, Black Belt, Black Socks and Black Shoes.
- Miami Dispatch/Homestead Dispatch Buses: Miami buses will be fueled by company at night. Drivers are still responsible for ensuring bus is fueled prior to starting shift; Homestead buses are fueled by drivers prior to starting shift - gas station opens at 4:45 AM and the bus running route 1A should be the first to fuel.
- Drivers must completely and accurately fill a Transit Driver Activity Report (DAR) for each shift and submit it each day at the end of their shift in the Ziploc bag with all route money received.
- Vehicle Inspection Forms must be submitted daily to dispatch at the end of each shift.
- In the event of a delay, the Driver is required to indicate the reasoning on their DAR; failure to do so will result in the Driver not being compensated for the time over.
- All cash must be submitted at the end of your shift. Cash must be organized; failure to do so will result in progressive disciplinary action.
- A total count / run is required, of both: easy tickets sold, and total passengers boarded with pre-paid tickets.
- Driver must communicate with Supervisor any changes in contact information to include phone number, emergency contact information and email address within 24 hrs. or as soon as practicable.
- In the event of an accident, Driver must notify Dispatch Supervisor immediately, fill out an Accident Report and submit it along with any pictures, and drivers exchanges.
- Training Driver must initial the Trainee’s DAR.
- Other related duties as required.

DISCLAIMER:

The above listed duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. Employees may be required to perform any other job-related functions, subject to reasonable accommodation. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Applicant Name (Printed): _____

Signature: _____ **Date:** ____ / ____ / ____

****If you meet the above listed minimum requirements, submit your COMPLETED employment application with the following documents:**

- Valid Driver's License with PASSENGER Endorsement
- Valid Medical Card
- Social Security Card
- NON-US Citizens: Official AUTHORIZATION to work in the USA (Resident (green) card or work permit)
- Port of Miami and Port Everglades IDS (If applicable)
- Hack License

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FOR OFFICE USE ONLY

Application Received by: _____ Date: _____

Notes: _____
