

**BAY AGING/BAY TRANSIT
JOB DESCRIPTION
Part-time**

Title: Driver

Supervisor: Regional Operations Supervisor

Duties: Shall include but not limited to the following:

- Pick-up and drop-off passengers as scheduled on the daily manifest
- Operate vehicle and interact with passengers in a safe and courteous manner at all times
- Maintain radio contact with dispatcher at all times and follow dispatcher's directions
- Monitor maintenance needs of vehicle and report them to the supervisor
- Participate in agency's drug and alcohol testing program as required of certain driving positions
- Maintain cleanliness of interior and exterior of vehicle
- Complete and turn in daily paperwork accurately and on time
- Collect fares and fare tickets as required of certain driving positions
- Participate in safety and driver's meetings-occasionally on nights and weekends
- Present a clean and professional appearance-uniform required at all times
- Responsible for the safety of the passengers
- Assist passengers on and off vehicles as necessary
- Deliver home-delivered meals as required of certain driving positions
- Follow all policies and procedures of the Bay Aging
- Other duties assigned by the supervisor

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Excellent driving record, good record keeping skills, able to operate two-way radio, good communication skills, positive attitude towards customers and coworkers. Satisfactorily complete new driver training and road test. Able to work a flexible schedule.