

# Monroe County Transportation Authority

## Shared Ride Driver

**Reports to: Paratransit/Risk Manager**

**Pay Classification: 24**

**Department: Operations**

**Approval: (HR)**

**Date: 10/19/1999**

**Approval: (Board Subcommittee)**

**Revised Date: 8/27//07**

**Approval: (Executive Director)**

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### **Job Function:**

To provide door to door service transporting clients from their home to destination(s) and back again. The Shared Ride driver operates a mini bus/van in a professional, safe, and reliable manner under varying conditions and assignments.

### **Work Hours:**

Work hours are based on client reservations and not based on a guaranteed eight-hour day or pre-set start and quit times.

### **Duties and Responsibilities:**

In general, the Shared Ride Driver reports directly to Dispatch under the direction of the Paratransit/Risk Manager. In the absence of Paratransit/Risk Manager or Dispatch, the Rural Operations & Maintenance Manager or Shop Foreman will serve and act on their behalf.

1. Responsible for pre/post tripping and limited cleaning of assigned vehicles.
2. Responsible for completing daily run sheets and incident/accident reports when necessary.  
All paperwork is to be completed prior end of shift.
3. Responsible for all passengers and reconciling all fare collections.
4. Responsible for the safe operation of vehicle assigned, all other equipment in bus, and prompt reporting of all inconsistencies and/or problems.
5. Provide polite, professional service to clients at all times.
6. Responsible for loading and securing passenger's wheelchairs, baggage, and/or packages onto bus.
7. Responsible for being in uniform and maintaining a neat/clean personal appearance.
8. Responsible for reviewing driver manifest, learning best routes, and reading maps.
9. Must attend periodic safety training and utilize all safety devices.
10. Prompt reporting of all accident or passenger incidents or complaints that occur during workday to Dispatch and Manager on duty.

## **Education and Experience:**

Education equivalent to the completion of the twelfth grade, ability to see with corrective lenses, and not color blinded. The ability to work unsupervised **and** as a team player is critical!

## **Special Requirements:**

- Possess a valid Commercial Drivers License (CDL) class C or above with a passenger “P” endorsement and current physical card.
- Must comply with MCTA Substance Abuse Policy and drug/alcohol testing requirements and MCTA Driver-Management Policy.
- Sincere compassion for those clients dependent upon our services.

## **Knowledge, Skills and Abilities:**

1. Maintain appropriate CDL license and current physical card.
2. Knowledge and familiarity of Monroe County.
3. Capable of performing duties in a professional manner when operating in adverse weather or other stressful conditions.
4. Capable of reading a map and following directions.
5. Ability to use a two-way radio to communicate to Dispatch.
6. Ability to effectively prioritize time and workload.
7. Capable of accurately (& legibly) completing paperwork and/or handwritten reports.
8. Must have a 10<sup>th</sup> grade (or higher) level for reading, writing and math comprehension.

## **Physical Demand:**

- The ability to push a loaded wheelchair on/off a wheelchair lift and properly secure same.
- Capable of safely pushing a loaded wheel chair up a ramp and/or over a curb.
- Capable of assisting and/or evacuating clients on/off bus.
- Capable of bending, twisting or stretching to pre-trip bus, securing wheelchair, or stowing of client packages.

## **Working Conditions:**

Due to varying weather conditions, exposure to the elements may impede work areas and/or routes. Interior of mini bus or van is temperature controlled and non-smoking.

## **Pay Type and Frequency:**

Hourly, non-exempt, weekly. Wages and step-increases in accordance with Shared Ride Collective Bargaining Agreement (CBA).

Signature \_\_\_\_\_

Date \_\_\_\_\_