

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

HARBOR TRANSIT DRIVER

Supervised By: Harbor Transit Operations Manager
Supervises: No supervisory responsibilities
FLSA: Non-exempt

Position Summary:

Under the supervision of the Harbor Transit Operations Manager, accepts radio dispatched requests for service and safely transports passengers within the designated service area. Collects fares from passengers, make daily inspections of the vehicle, completes vehicle logs and completes other assigned or related tasks.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operates a transit bus and/or trolley (both standard and lift-equipped) providing safe and courteous door-to-door transportation for all customers within the assigned area of responsibility.
2. Provides friendly, courteous, and helpful communication when interacting with passengers and the general public.
3. Makes daily inspections of the transit bus for such items as scratches, dents, burned-out lamps, low tire pressure, and fluid levels, and performs general cleaning. Prepares both the pre-trip and shut-down inspection logs.
4. Accepts radio-dispatched calls for service within the Grand Haven, Spring Lake and Ferrysburg service area on a two-way radio, in addition to completing scheduled routes.
5. Collects fares from passengers and delivers ticket vault to the Dispatcher.
6. Assists special needs passengers in boarding and departing the bus via the lift ramp.
7. Completes a daily operational log to indicate the number and types of trips.
8. Refuels the transit bus and/or trolley when needed and may be assigned to wash and clean vehicle exterior and interior.
9. Follows standard guidelines provided by the Harbor Transit Department in emergency situations.
10. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or equivalent.
- Experience in operating vehicles for public transportation and/or equivalent training.
- State of Michigan Commercial Driver's License (CDL) with the appropriate classified endorsement(s) and requirements, a good driving record, and the ability to maintain one throughout employment, as defined by the State of Michigan CDL and City of Grand Haven.
- Federal Department of Transportation Medical Certification Card.
- Ability to complete the Harbor Transit Driver Training Program, as a condition of hire.
- Knowledge of traffic laws, ordinances, and practices involved with safe vehicle operation.
- Skill in counting money, making change, and recording transactions with speed and accuracy.
- Ability to acquire knowledge of streets, geography, and important locations within the service area.
- Ability to prepare accurate records and reports.
- Ability to operate support equipment such as lift ramp, gas pump, and two-way radio.
- Ability to establish and maintain effective working relationships with employees, supervisors, customers and the general public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is required to work outdoors in all types of weather conditions, including extremely adverse weather, and must lift and move passengers using an automated wheelchair lift system. Moving wheelchairs and/or mobility units, and utilizing associated tie down systems involves heavy physical exertion and considerable strength. This position must lift, push and pull heavy weight, kneel, bend and twist and use considerable upper body strength to secure passengers in wheelchairs. This position also regularly encounters stress associated with driving large passenger and mass transit vehicles in very severe and dangerous weather conditions.

In addition to a bus, this position may spend some part of their time in a large garage setting where the noise level can be loud and fumes, fuel and cleaning solvents and chemicals are present.