

**UINTAH BASIN ASSOCIATION OF GOVERNMENTS
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE: Fixed Route Bus Driver Specialist

DEPARTMENT: Basin Transit Association – Fixed Route

POSITION LEVEL: 2

GENERAL PURPOSE:

To fill in for any drivers and their associated routes whenever a fixed route driver is unable to drive. **This is a 35 – 39.5 hours or less per week position** including performing other tasks as they are assigned. This is a coordinated position within the BTA, focused under the sub-division of Fixed Route transit.

JOB DUTIES:

1. Works under the direction of the Transit Operations Manager.
2. Ensures the Bus/Van is maintained with oil changes, tune-ups, and tires are in good condition when needed.
3. Ensures that all paper work is completed before and after the shift, such as, trip sheets, maintenance logs, and safety inspections.
4. Ensures that the Bus/Van is always clean and washed when needed.
5. Provides a safe means of transportation for those on the Bus/Van.
6. Polite and courteous to passengers on the Bus/Van.
7. Performs other related duties as required for the betterment of the BTA.

MINIMUM QUALIFICATIONS:

1. Experience and Qualifications:
 - a. High School diploma
 - b. 1+ years related full-time driving experience (required)
 - i. 3+ years related full-time driving experience (preferred)
 - c. First Aid Training and / or CPR Training
 - d. *Must have a current Utah CDL with passenger endorsement in good standing; OR be able to obtain one in an agreed upon timeframe.
2. Knowledge and Skills:
 - a. Some knowledge of public and government organizational structure.
 - b. Scheduling and routing skills
 - c. Some vehicle maintenance skills
 - d. Compassion and willingness to serve
 - e. Clean driving record
 - f. Ability / experience assisting disabled individuals on and off the bus.