



## ***Driver, Snoqualmie Valley Transportation***

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SVT provides services to riders within the Snoqualmie Valley as a part of the Mt. Si Senior Center, a non-profit organization. Drivers operate a 10-14 passenger minibus in demand-response or fixed route with deviation service; assures safety of passengers and vehicle; provides customer service.

### **NATURE & SCOPE:**

Work is performed under general supervision. Driver has some latitude for exercising independent judgment in the selection of action within established program policies, procedures and objectives. Work is reviewed through meetings and work is evaluated for timeliness, accuracy, safety and conformance with policies, procedures, and objectives. Reviews are based on company values of respect, results, initiative, integrity, collaboration and knowledge.

### **ESSENTIAL FUNCTIONS:**

- Maintains radio contact with dispatch/office
- Safely operates 8 – 14 passenger minibus
- Picks up and delivers riders as identified by route, manifest or dispatch
- Inspects vehicle daily and completes pre- & post-trip inspection report
- Cleans vehicle daily; checks oil, water, fluids and performs minor maintenance such as replacing light bulbs to assure safe operating condition.
- Greets, provides information, assists passengers, operates the wheelchair lift and secures wheelchairs
- Assist out of town riders with local information
- Collects, handles, and accurately accounts for fares and donations
- Attends monthly safety meetings
- Demonstrates knowledge of – and follows – all laws that govern the job
- Completes all reports accurately and completely
- Performs other related duties as assigned

### **WORKING CONDITIONS:**

Work is primarily performed in the field subjecting the driver to traffic hazards and inclement weather, requiring long periods of sitting, standing, lifting, climbing in and out



of vehicles and up/down steps, stooping, and assisting riders in mobility devices in and out of vehicle. Lift up to 40 pounds, push/pull up to 150 lbs.

### **KNOWLEDGE & ABILITIES:**

- Knowledgeable of standards and requirements related to transit services; fleet and vehicle capacities, equipment requirements and limitations, ADA regulations and procedures, radio communications; county streets, roads, and geographical locations.
- Ability to read a map and locate addresses quickly; route vehicle in a safe and efficient manner.
- Ability to communicate effectively and establish working relationships with passengers, staff, and the general public using tact, courtesy, and good judgment; apply standards and requirements to particular situations and circumstances
- Physically perform the essential functions of the position
- Ability to demonstrate excellent customer service, especially sensitivity to persons with special transportation needs.
- Become knowledgeable of Snoqualmie Valley Transportation operational policies and procedures.
- Demonstrated ability to safely operate a minibus up to 14-passenger capacity.

### **QUALIFICATIONS:**

Applicants must have high school diploma, or G.E.D. and must be at least 21 years old with a current and unrestricted Washington State driver's license and have driven for at least five (5) years. (Restrictions for glasses or contact lenses are acceptable.)

All drivers shall clear a criminal history check and Washington State Department of Licensing record check, including review of each driver's official and complete Abstract of Driving Record, prior to independently operating the Vehicles in this service.

Drivers shall not have been convicted of a felony offense involving theft, fraud, burglary, robbery, crimes against children or adults or any such similar offense, and shall have no convictions for any other felony offense within the previous ten (10) years.

In addition, drivers shall have no convictions of a serious traffic violation, including but not limited to any of the following violations within the past five (5) years:

1. Driving while under the influence of drugs or alcohol



2. Leaving the scene of an accident (hit and run)
3. Using a commercial vehicle in the commission of a crime
4. Reckless driving and/or reckless endangerment
5. A suspended license for moving violations
6. Negligent driving
7. Vehicular homicide or vehicular assault
8. More than one "at fault" accident
9. Open container
10. Drivers are physically capable of safely driving the vehicles for this service.
11. Drivers are to be polite and courteous to passengers.

Drivers shall have a thorough knowledge of the service area and sufficient knowledge of the County's transit system to assist passengers with their transportation needs.

Drivers shall be capable of operating the wheelchair lift and tie-down equipment and know proper securement procedures.

Must be able to stand, sit, walk and lift up to 40 pounds.

### **PAY CATEGORY**

Route Driver: Hourly, eligible for overtime if working more than 40 hours per week.

Relief Driver: Guaranteed 32 hours a week at hourly rate, any hours worked over 32 is also hourly. The guarantee 32 hours a week is not available during vacation time or if out sick. Relief drivers must be available to work during hours of operation to receive the guaranteed rate.

Overtime: Any work hours over 40 is overtime and needs approval by Management. Overtime hours do not include Sick leave, holiday pay or vacation time.

### ***Drug and Alcohol Testing:***

This position is subject to both pre-employment and random testing for drugs and alcohol.

### ***Medical Certification to Drive:***

This position is subject to a medical certification to drive conducted every two years by a medical professional.



***Criminal Background Check:***

This position is subject to a complete pre-employment criminal background check and annual Criminal background checks through Washington State Patrol Background Checks.