
Job Title: **Escort Driver (Para Transit)**

Safety Sensitive

Reports To: Transportation Supervisor
FLSA Status: Non-Exempt
Department: Transportation
Location: 1800 Malone, Denton, TX 76201

<p>Summary: Drives bus to transport passengers over specified routes to local or distant points according to time schedule by performing the following duties.</p>
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Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

Reports for work 30 minutes prior to scheduled trip in laundered and properly maintained SPAN provided uniform.

Completes and documents pre-trip inspection of assigned vehicle prior to departure.

Drives assigned vehicle to transport passengers as authorized by dispatcher.

Follows assigned dispatch prepared schedules, including revisions made by dispatcher during course of the day.

Complies with local, state, and federal traffic regulations including seat belt laws.

Observes and maintains proper fuel level of vehicle daily.

Ensures keys to vehicle are secure at all times.

Maintains communication with dispatchers using two-way radio in accordance with Federal Communications Commission regulations.

Advising dispatch when beginning and ending daily service, suspending service for lunch breaks, or exiting the vehicle for any reason.

Complies with and enforces SPAN Transportation Policy.

Stand in attendance as passengers board and exit vehicle.

Exercise discretion as to whether SPAN has proper equipment to meet transportation needs of all passengers under safe conditions.

Assists passengers, ambulatory and wheelchair users, boarding and exiting in compliance with Passenger Assistance Training techniques.

Assists passengers with parcels as necessary.

Refrains from entering homes except to assist passengers using wheelchairs or in the event of emergencies.

Assures that all passengers use seat belts.

Regulates heating, lighting, and ventilating systems for passenger comfort.

Reports delays, accidents or incidents.

Prepares and delivers appropriate accidents or incident documentation to dispatchers prior to end of workday.

Prepares and delivers to dispatch proper complaint documentation prior to end of workday.

Collects tickets or cash fares.

Delivers fare box receipts to proper office daily.

Records appropriate passenger pick-up and drop-off data.

Reports and documents mechanical irregularities to supervisor each day.

Maintains clean and litter free vehicles by sweeping floors daily.

Completes and documents post-trip vehicle inspection daily.

Activates vehicle burglar alarm system when parking upon completion of workday.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Training:

Education/Experience:

High school diploma or equivalent (GED); or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in

standardized situations.

Certificates and Licenses:

Texas State Commercial Driver License with Passenger Endorsement required

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

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

While performing the duties of this job the employee is regularly exposed to vibration. The employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts.

The noise level in the environment is loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 50 pounds. The vision requirements include: ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.