

POSITION DESCRIPTION

Title: Bus Driver

Department: Baldwin Regional Area Transit System (BRATS)

Job Analysis: 06/09, 02/11, 09/13, 02/14, 05/20, [08/24](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: [BRATS Driver Supervisor and BRATS Fleet and Driver Manager,](#)
[BRATS Operations Manager, Director of Transportation](#)

Subordinate Staff: None

Internal Contacts: Baldwin County Commission, [County Administrator](#), County Engineer, Co-workers

External Contacts: General Public, Business Community

Status: Classified/Non-Exempt (305)

Job Summary

[Safely Operate a passenger vehicle while providing excellent customer service. Maintain interior and exterior cleanliness of transit vehicle. Perform daily, carry out pre-trip and post-trip safety inspections, keep vehicle clean, and keep accurate reports concerning routes, passengers, vehicles and monies \(fares\). Report vehicle maintenance issues. Provide assist passengers assistance within established guidelines. On call as needed for emergency evacuation. Assist with various tasks related to cleaning, maintenance, training, marketing, etc, during downtime, as needed.](#)

~~Job Domains~~[Essential Job Functions](#)

~~A. Essential Functions~~

- ~~1. Maintain control of passengers while they are aboard the vehicle.~~
- [1. Safely operate a multi-passenger vehicle.](#)
- [2. Obey all traffic laws.](#)
- [3. Provide passengers with excellent customer service, offering assistance within established guidelines.](#)
- [4. ~~Properly p~~Perform and document mandatory vehicle-a pre-trip and post-trip inspections. of the vehicle.](#)

- ~~5. Maintain cleanliness of vehicle in a clean and orderly manner.~~
- ~~6. Efficiently and safely operate a smart phone or electronic tablet.~~
- ~~7. Efficiently operate shared-ride and vehicle maintenance tracking mobile applications on electronic device.~~
- ~~8. Accurately follow global positioning system (GPS).~~
- ~~2.9. Properly load and secure and tie down wheelchairs properly and other mobility devices.~~
- ~~3. Record the time of each pick up and drop off.~~
- ~~4. Record the odometer of each pick up and drop off.~~
- ~~5. Remember addresses and directions.~~
- ~~6.1. Properly perform a pre-trip and post-trip inspections of the vehicle.~~
- ~~7.10. Report vehicle maintenance issues, and safety hazards, and passenger incidents.~~
- ~~8.1. Maintain cleanliness of vehicle.~~
- ~~9. Maintain fuel level of vehicle.~~
- ~~10. Collect fares of passengers.~~
- ~~11. Assist in emergency evacuations as needed.~~
- ~~12. Adhere to daily schedule.~~
- ~~11. Assist passengers with in established guidelines.~~
- ~~12.13. Provide general information to passengers about transportation services.~~
- ~~13. Speak professionally and clearly on radio.~~
- ~~14.1. Assist in emergency evacuation as needed.~~
- ~~15. Participate in training activities.~~

Knowledge, Skills, and Abilities

- ~~1. Knowledge of traffic regulations.~~
- ~~2. Defensive driving skills.~~
- ~~3. Skills and ability to communicate information to supervisors, co-workers, and passengers in a professional, and courteous manner. effectively and clearly with general public mostly elderly and impaired.~~
- ~~1.4. Ability to operate mobile devices, applications, and GPS units after adequate training.~~
- ~~2.5. Ability to keep detailed records and make accurate reports enter required information in mobile device.~~
- ~~3. Ability to read road signs correctly.~~
- ~~4. Knowledge of rules and regulations of defensive driving.~~
- ~~5.6. Ability to follow routine oral verbal and written instructions.~~
- ~~6. Math skills in order to keep correct figures on fares, adding miles traveled and gallons of gas and oil purchased.~~
- ~~7. Ability to work independently.~~
- ~~7. Knowledge and understanding of the Alabama State Highway Public Transportation Highway rules and regulations.~~
- ~~8. Ability to deal with general public in a professional, courteous and polite manner.~~
- ~~9. Ability and patience to work with individuals with special needs.~~
- ~~10. Ability to operate a direct link radio and to communicate effectively and clearly.~~
- ~~11. Ability to work in computer software programs and GPS units.~~
- ~~12. Ability to remember addresses and directions.~~
- ~~13. Ability to follow oral and written instructions.~~

Other Characteristics

- ~~1. Willing and able to be trained to secure a wheelchair down properly.~~
- ~~2. Must be able to travel as deemed necessary.~~
- ~~3. Need to have transportation to work.~~
- ~~4. Willing to work non-standard hours as necessary.~~

Physical Qualifications

1. Ability to ~~see, read, write, stand, walk, reach, pull, push, bend, turn, climb, escort~~ assist passengers as required, ~~observe passengers~~, lift a minimum of 50 lbs. unassisted, and secure passengers and mobility devices.
2. Must have 20/40 vision or better with corrected lenses.

Minimum Qualifications

1. Possess ~~Must have~~ a valid Commercial Driver's License with Passenger Endorsement or obtain CDL with passenger endorsement within the 6-month probationary period.
- ~~2. Criminal background check authorization required.~~
2. This position requires driving as an essential function of the position. Successful applicants must be at least 20 years of age, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check.
3. Pre-employment drug screening, random drug and alcohol screenings, and post-accident drug and alcohol screenings are required.

POSITION DESCRIPTION

Title: Bus Driver (Non-CDL) – Part-Time

Department: Baldwin Rural Area Transportation System (BRATS)

Job Analysis: December 2019, 08/24

Note: Part-time positions work no more than 29 hours per week on average. Additionally, part-time positions do not qualify for Baldwin County Commission benefits, with the exception of paid time off (PTO) and retirement through the Retirement Systems of Alabama.

Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: BRATS Driver Supervisor and BRATS Fleet and Driver Manager, Scheduling Manager, Assistant Director of Transportation, Director of Transportation

Subordinate Staff: None

Internal Contacts: Baldwin County Commission, County Engineer-Administrator, Co-workers

External Contacts: General Public, Business Community

Status: Classified/Non-Exempt (302)

Job Summary

Safely Operate a passenger vehicle accommodating 15 passengers or less including the driver while providing excellent customer service. Maintain interior and exterior cleanliness of transit vehicle. Perform daily, carry-out pre-trip and post-trip safety inspections. Report vehicle maintenance issues. Provide passenger assistance within established guidelines., keep vehicle clean, and keep accurate paperwork and tablet data concerning routes, passengers, vehicles and monies (fares), assist passengers within established guidelines. On call as needed for emergency evacuation.

Job Domains

Essential Job Functions

A. Essential Functions

1. Safely operate a passenger vehicle with a gross combination weight rating (GCWR) of less than 26,001 pounds and designed to transport 15 or fewer passengers including the driver.
2. Obey all traffic laws.
3. Provide passengers with excellent customer service.
4. Perform and document mandatory vehicle pre-trip and post-trip inspections.
5. Maintain vehicle in a clean and orderly manner.
6. Efficiently operate a smart phone or electronic tablet.
7. Efficiently operate shared-ride and vehicle maintenance tracking mobile applications on electronic device.
8. Accurately follow global positioning system (GPS).
9. Properly load and secure wheelchairs and other mobility devices.
10. Report vehicle maintenance, safety hazards, and passenger incidents.
11. Assist in emergency evacuations as needed.
12. Adhere to daily schedule.
13. Provide general information to passengers about transportation services.
1. ~~Maintain control of passengers while they are aboard the vehicle.~~
2. ~~Properly secure and transport mobility devices.~~
3. ~~Transport passengers safely to designations.~~
4. ~~Record the time of each pick up and drop off.~~
5. ~~Record the odometer of each pick up and drop off.~~
6. ~~Remember addresses and directions.~~
7. ~~Properly perform and record a pre-trip and post-trip inspections of the vehicle.~~
8. ~~Report maintenance issues and safety hazards in a timely manner.~~
9. ~~Maintain cleanliness of vehicle.~~
10. ~~Maintain fuel level of vehicle.~~
11. ~~Collect fares of passengers.~~
12. ~~Assist passengers with in established guidelines.~~
13. ~~Provide information to passengers.~~
14. ~~Speak professionally and clearly on radio.~~
15. ~~Complete paperwork manifest and tablet data entry.~~
16. ~~Assist in emergency evacuation as needed.~~
17. ~~Participate in training activities.~~

Knowledge, Skills, and Abilities

1. Knowledge of traffic regulations.
2. Defensive driving skills.
3. Skills to communicate information to supervisors, co-workers, and passengers in a professional and courteous manner.
4. Ability to operate mobile devices, applications, and GPS units after adequate training.
5. Ability to enter required information in mobile device.
6. Ability to follow verbal and written instructions.
7. Ability to work independently.
1. ~~Ability to communicate clearly, professionally, and effectively.~~
2. ~~Ability and patience to work with elderly and individuals with disabilities.~~

- ~~3. Ability to keep detailed records and make accurate reports.~~
- ~~4. Ability to read road signs correctly.~~
- ~~5. Knowledge of rules and regulations of defensive driving.~~
- ~~6. Ability to follow routine oral and written instructions.~~
- ~~7. Math skills in order to keep correct figures on fares, adding miles traveled and gallons of gas and oil purchased.~~
- ~~8. Knowledge and understanding of the Alabama State Highway Public Transportation Highway rules and regulations.~~
- ~~9. Ability to deal with general public in a professional, courteous and polite manner.~~
- ~~10. Ability to communicate professionally, effectively and clearly on two-way radio.~~
- ~~11. Ability to work in computer software programs and GPS units.~~
- ~~12. Ability to remember addresses and directions.~~
- ~~13. Ability to follow oral and written instructions.~~

Other Characteristics

- ~~1. Willing and able to be trained to secure a mobility device properly.~~
- ~~2. Must be able to travel as deemed necessary.~~
- ~~3. Need to have transportation to work.~~
- ~~4. Willing to work non-standard hours including nights, split shifts and weekends as necessary.~~
- ~~5. Random drug screening and post-accident drug and alcohol screenings are required throughout employment.~~

Physical Qualifications

1. Ability to ~~see, read, write, stand, walk, reach, pull, push, bend, turn, climb, escort~~ assist passengers as required, ~~observe passengers~~, lift a minimum of 50 lbs unassisted, and secure passengers and mobility devices.
2. Must have 20/40 vision or better with corrected lenses ~~and be able to drive at night.~~

Minimum Qualifications

- ~~1. Must have a valid driver's license and be insurable by the County's insurance standards. This position requires driving as an essential function of the position. Successful applicants must be at least 20 years of age, insurable by the County's insurance carrier, and pass a criminal and motor vehicle background check.~~
- ~~2. Pre-employment drug screening, random drug and alcohol screenings, and post-accident drug and alcohol screenings are required.~~

POSITION DESCRIPTION

Title: Bus Driver (Part-Time)

Department: Baldwin Regional Area Transit System (BRATS)

Job Analysis: 06/09, 02/11, 09/13, 02/14, 05/20, [08/24](#)

Note: Part-time positions work no more than 29 hours per week on average. Additionally, part-time positions do not qualify for Baldwin County Commission benefits, with the exception of paid time off (PTO) and retirement through the Retirement Systems of Alabama.

Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: [BRATS Driver Supervisor and](#) BRATS Fleet and Driver Manager, ~~BRATS Operations Manager, Director of Transportation~~

Subordinate Staff: None

Internal Contacts: Baldwin County Commission, ~~County Administrator~~, County Engineer, Co-workers

External Contacts: General Public, Business Community

Status: Classified/Non-Exempt (305)

Job Summary

~~Safely Operate a passenger vehicle while providing excellent customer service. Maintain interior and exterior cleanliness of transit vehicle. Perform daily, carry out pre-trip and post-trip safety inspections. Report vehicle maintenance issues. Provide passenger assistance within established guidelines.; keep vehicle clean, and keep accurate reports concerning routes, passengers, vehicles and monies (fares), assist passengers within established guidelines. On call as needed for emergency evacuation. Assist with various tasks related to cleaning, maintenance, training, marketing, etc, during downtime, as needed.~~

~~Job Domains~~ Essential Job Functions

~~A. Essential Functions~~

1. Safely operate a multi-passenger vehicle.
2. Obey all traffic laws.

3. Provide passengers with excellent customer service, offering assistance within established guidelines.
4. Perform and document mandatory vehicle pre-trip and post-trip inspections.
5. Maintain vehicle in a clean and orderly manner.
6. Efficiently and safely operate a smart phone or electronic tablet.
7. Efficiently operate shared-ride and vehicle maintenance tracking mobile applications on electronic device.
8. Accurately follow global positioning system (GPS).
9. Properly load and secure wheelchairs and other mobility devices.
10. Report vehicle maintenance issues, safety hazards, and passenger incidents.
11. Assist in emergency evacuations as needed.
12. Adhere to daily schedule.
13. Provide general information to passengers about transportation services.
- ~~1. Maintain control of passengers while they are aboard the vehicle.~~
- ~~2. Secure and tie down wheelchairs properly.~~
- ~~3. Record the time of each pick up and drop off.~~
- ~~4. Record the odometer of each pick up and drop off.~~
- ~~5. Remember addresses and directions.~~
- ~~6. Properly perform a pre-trip and post-trip inspections of the vehicle.~~
- ~~7. Report maintenance issues and safety hazards.~~
- ~~8. Maintain cleanliness of vehicle.~~
- ~~9. Maintain fuel level of vehicle.~~
- ~~10. Collect fares of passengers.~~
- ~~11. Assist passengers with in established guidelines.~~
- ~~12. Provide information to passengers.~~
- ~~13. Speak professionally and clearly on radio.~~
- ~~14. Assist in emergency evacuation as needed.~~
- ~~15. Participate in training activities.~~

Knowledge, Skills, and Abilities

1. Knowledge of traffic regulations.
2. Defensive driving skills.
3. Skills to communicate information to supervisors, co-workers, and passengers in a professional, and courteous manner.
4. Ability to operate mobile devices, applications, and GPS units after adequate training.
5. Ability to enter required information in mobile device.
6. Ability to follow verbal and written instructions.
7. Ability to work independently.
- ~~1. Skills and ability to communicate effectively and clearly with general public mostly elderly and impaired.~~
- ~~2. Ability to keep detailed records and make accurate reports.~~
- ~~3. Ability to read road signs correctly.~~
- ~~4. Knowledge of rules and regulations of defensive driving.~~
- ~~5. Ability to follow routine oral and written instructions.~~

- ~~6. Math skills in order to keep correct figures on fares, adding miles traveled and gallons of gas and oil purchased.~~
- ~~7. Knowledge and understanding of the Alabama State Highway Public Transportation Highway rules and regulations.~~
- ~~8. Ability to deal with general public in a professional, courteous and polite manner.~~
- ~~9. Ability and patience to work with individuals with special needs.~~
- ~~10. Ability to operate a direct link radio and to communicate effectively and clearly.~~
- ~~11. Ability to work in computer software programs and GPS units.~~
- ~~12. Ability to remember addresses and directions.~~
- ~~13. Ability to follow oral and written instructions.~~

Other Characteristics

- ~~1. Willing and able to be trained to secure a wheelchair down properly.~~
- ~~2. Must be able to travel as deemed necessary.~~
- ~~3. Need to have transportation to work.~~
- ~~4. Willing to work non-standard hours as necessary.~~

Physical Qualifications

1. Ability to ~~see, read, write, stand, walk, reach, pull, push, bend, turn, climb, escort assist~~ passengers as required, ~~observe passengers~~, lift a minimum of 50 lbs. unassisted, and secure passengers and mobility devices.
2. Must have 20/40 vision or better with corrected lenses.

Minimum Qualifications

1. Possess ~~Must have~~ a valid Commercial Driver's License with Passenger Endorsement or obtain CDL with passenger endorsement within the 6-month probationary period.
- ~~1-2. This position requires driving as an essential function of the position. Successful applicants must be at least 20 years of age, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check.~~
- ~~2. Criminal background check authorization required.~~
3. Pre-employment drug screening, random drug and alcohol screenings, and post-accident drug and alcohol screenings are required.