

POSITION DESCRIPTION

Title: Driver Supervisor – Part Time
Department: Baldwin Rural Area Transportation System (BRATS)
Job Analysis: October 2019

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: Assistant Director of Transportation, Director of Transportation
Subordinate Staff: Bus Drivers, County Courier Drivers
Internal Contacts: Baldwin County Commission, County Administrator, County Administrator, Co-workers
External Contacts: General Public, Business Community
Status: Classified/Non-Exempt (H)

Job Summary

Assist in supervising over 50 drivers regarding their duties of operating their vehicles, carrying out pre-trip inspections, keeping vehicle clean, overseeing proper reporting, and assisting passenger within established guidelines. Handles driver's hiring, termination, orientation and training, performs driver evaluations and route evaluations along with bus reviews, coordinates training programs and follow-up training for employees. Must be on-call at all times for emergencies and be capable of assessing emergency issues. Monitors and manages payroll within the allocated budget. Supervisor must be willing to perform other duties as deemed necessary by management. Assists in office with administrative duties.

Job Domains

A. Essential Functions

1. Maintain control of passengers while they are aboard the vehicle.
2. Secure and tie down wheel chairs 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 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. Maintain accurate paperwork and training documentation.
12. Assist passengers within established guidelines.
13. Provide information to passengers.
14. Speak professional and clearly on radio.
15. Be familiar with current training procedures and safety equipment.
16. Able and willing to receive and maintain PASS certification and additional training.
17. Implement safety and training programs.
18. Able to provide orientation and training procedures for new drivers.
19. Assist in documenting and reviewing accidents and incidents.
20. Perform driver knowledge and performance evaluations.
21. Assist in emergency management as needed.
22. Participate in training activities.
23. Maintain professional drivers by hiring and terminating.
24. Perform Finalization of Employment promptly.
25. Assist in office with scheduling, and dispatching.

Knowledge, Skills and Abilities

1. Skills 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 to understand 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. The ability & patience to work with individuals with disabilities.
10. Ability to remember addresses and directions.
11. Ability to convey procedures and instructions to new hires and existing staff.
12. Ability to relate pertinent information and safety hazards to supervisor.
13. Skills to create an environment conducive to learning and instruction.
14. Ability to operate a direct link radio and to communicate effectively and clearly.
15. Ability to work in computer software programs.

Other Characteristics

1. Willing and able to be trained to secure a wheel chair 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 passengers, 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. Must have a valid Commercial Driver's License with Passenger Endorsement.
2. Minimum of five (5) years experience in the transit industry.
3. Criminal background check authorization required.
4. Pre-employment drug screening, random drug screening and post accident drug and alcohol screenings are required.