

WATERTOWN AREA TRANSIT, INC.
Job Description
Equal Employment Opportunity Employer

Job Title: Transit Driver
Reports To: Watertown Area Transit Director & Asst. Director
Position: Full Time or Part Time
Beginning Salary: \$11.00 an hour with CDL/\$10.00 an hour without CDL
FLSA Status: Nonexempt

General Statement of Duties

Under the direct supervision of the Director/Assistant Director is responsible for driving the buses to transport passengers over specified routes in the Watertown area according to an established time schedule.

Duties and Responsibilities

- Drive bus on scheduled routes to transport the public.
- Perform pre-trip inspection checks to ensure all functions of the bus are accurately operating to ensure compliance with regulatory safety precautions.
- Performs routine and operational maintenance on the bus and reports to proper personnel all routine maintenance and repairs including needed oil changes, tire repairs and changes, physical damage to vehicles, flushes, etc.
- Comply with all traffic regulations and report any accidents.
- Keep interior and exterior of vehicles clean.
- Regulate heating, lighting, and ventilating systems for passenger comfort.
- Communicate with dispatcher as to delays and/or problems with passenger pick up.
- Keep bus fueled.
- Assist passengers in boarding(s) and with packages as necessary.
- Collect donations or fares, count and submit to office.
- Project a positive image to the public and provide exceptional customer service skills speaking in a friendly and professional manner.
- Perform duties in a manner consistent with safe practices and policies.
- Submit daily time sheets and complete daily and monthly bus reports.
- No smoking on or near the bus.

- Attend meetings, training and seminars as deemed necessary.
- Any other duties as assigned by the Director/Asst Director.

Job Requirements

Reasonable accommodations may be made to enable individuals who are challenged to perform essential job duties.

- Safe driving record.
- Demonstrated ability to drive all transit vehicles in a safe manner.
- Maintain good personal hygiene at all times and wear the uniforms provided.
- Ability to operate a variety of communication equipment, including two-way radio, mobile telephone and computer mobile dispatch and scheduling transit system.
- Mathematical skills to add, subtract, multiply and divide using numbers.
- Effective in communication with Transit staff and the public.
- Ability to apply common sense understanding to perform detailed but uninvolved written and verbal instructions.
- Ability to work with and get along with people in all areas of life by being courteous, respectful and helpful.
- Ability to be punctual.

Education and Experience

- High school diploma or general education degree.
- Ability to complete reports by writing and adding numbers.
- Ability to carry out verbal instructions

Certificates, Licenses, Examinations

- Valid South Dakota Drivers License
- Possess or ability to possess a South Dakota Commercial Drivers License with passenger endorsement within a reasonable amount of time.
- Federal Regulations require pre-employment, reasonable, suspicious, random, post accident and return to duty drug and alcohol testing.
- Maintain current training and certifications as deemed necessary for transit operations including but not limited to CPR, First Aid, PASS (wheel chair lift) training for ramp, lift and securement, passenger sensitivity, defensive driving, fire safety and evacuation training, etc.

Physical and Environment Demands

- Physical stamina to lift, carry, pull, push, stoop and/or otherwise move when transporting individuals and using other equipment. Ability to lift and move 50 pounds.
- Ability to push and pull wheel chairs for challenged passengers.
- Hearing in the normal audio range with or without correction.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Drive in extreme and fluctuating outside weather and road conditions.

Signature

Director Signature

Date

Date

11/09/2011

Watertown Area Transit, Inc.
205 1st Ave NE, Watertown, SD 57201
605-882-5287

Application for Employment
Equal Employment Opportunity Employer

"Special accommodations for applications, training, or job information in alternative formats available upon request."

General Information

Position applied for: _____

Name: _____
Last First MI

Mailing Address: _____
Street/Box City State/Zip

Social Security Number: _____

Telephone Number: _____
Home Business

If hired, can you furnish proof that you are 18? If under 18, do you have a permit to work? _____
If no, please explain. _____

If hired, can you furnish proof that you are eligible to work in the United States? _____
If no, please explain. _____

***(If you are unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements.)**

Males born after December 31st, 1959, are required to register with the Selective Services.
Are you registered? _____ Yes _____ No

Will you accept...

_____ Full-Time Employment _____ Part-Time Employment _____ Temporary Employment

If hired, will you be able to work during the scheduled days and hours required for the position(s) for which you are applying? If no, please explain. _____

Has this company ever employed you in the past? If yes, please give dates of employment, positions held, and state your name while employed (if different from present name). _____

If your application is considered favorably, on what date will you be available to work? _____

References

List those persons willing to provide personal and/or professional references. Please do not list any relatives or any former employers. Providing this information means that you give the organization permission to contact the references listed.

Name	Complete Address	Daytime Phone/Best Contact Time
1.	_____	_____
2.	_____	_____
3.	_____	_____

The information provided on the following pages will be used to determine your qualifications for the position(s) you are applying. Be as thorough as possible in describing your education and work experiences as they relate to the position in question. Vague or incomplete sentences will NOT be considered. If you need additional space refer to the back page or attach additional sheets.

Educational Information

School	Name, Address	Course of Study	Completion Status	Degree/Diploma
Secondary				
Post-Secondary				
Other				

Do you have all the licenses and professional certifications listed in the job announcement, job advertisement, or job description (or that are necessary to perform the job(s) for which you are applying)? If no, please explain. _____

Use this space to identify any other educational experiences you have had, which are pertinent to the position for which you have applied. Include internships, workshops, seminars, vocational training, etc., which are not listed above. *Indicate the number of hours, weeks, etc. _____

List any relevant certificates, licenses, or registrations you possess, or are eligible for, which would be pertinent to the position for which you are applying. *Include expiration dates as applicable. _____

Work History Information

Begin with your current or most recent position and work backwards. List each promotion as a separate job. Include any paid or verifiable, non-paid experience. Be as accurate and complete as possible, especially in describing the duties of each position. If you need more space, attach additional sheets using the same format.

A. Employer: _____ Type of Business: _____

Employer's Address: _____ Phone: _____

Supervisor's Name, Title: _____ Salary/Wage: _____

of employees you supervised: _____ avg. hours worked per week: ___ 1-10 ___ 11-20 ___ 21-30 ___ 31-40

Reason for Leaving: _____

Complete Description of Duties: _____

B. Employer: _____ Type of Business: _____

Employer's Address: _____ Phone: _____

Supervisor's Name, Title: _____ Salary/Wage: _____

of employees you supervised: _____ avg. hours worked per week: ___ 1-10 ___ 11-20 ___ 21-30 ___ 31-40

Reason for Leaving: _____

Complete Description of Duties: _____

C. Employer: _____ Type of Business: _____

Employer's Address: _____ Phone: _____

Supervisor's Name, Title: _____ Salary/Wage: _____

of employees you supervised: _____ avg. hours worked per week: ___ 1-10 ___ 11-20 ___ 21-30 ___ 31-40

Reason for Leaving: _____

Complete Description of Duties: _____

D. Employer: _____ Type of Business: _____

Employer's Address: _____ Phone: _____

Supervisor's Name, Title: _____ Salary/Wage: _____

of employees you supervised: _____ avg. hours worked per week: ___ 1-10 ___ 11-20 ___ 21-30 ___ 31-40

Reason for Leaving: _____

Complete Description of Duties: _____

Additional Information:

Please Read and Sign Below

I give my consent to any pre-employment physical examination or drug test required by this company after any conditional offer of employment has been made.

If employed, I understand that my employment is for no definite period of time, and if terminated, the employer is liable only for wages and/or salary earned as of the date of termination.

I hereby certify that the information given by me is true and complete to the best of my knowledge and belief. I further authorize investigation of all statements I have made. Misrepresentations, falsifications, or omissions of facts called for in this application or in the interview process are cause for cancellation of this application or termination of employment. **Unsigned applications will not be considered.**

Signature: _____ **Date:** _____

Authorization for Reference Request (Sign Below)

I have applied with Watertown Area Transit for employment and I desire that they be fully advised of my record with former employers. I, therefore, respectfully request that you furnish the requested information concerning my employment with your organization, and hereby release you from any and all liability of damages for providing the information requested.

Applicant's Signature: _____ **Date:** _____

Watertown Area Transit, in accordance with state and federal laws, does not discriminate on the basis of religion, sex, age, national origin, disability, or any other protected group status.

Watertown Area Transit recognizes that South Dakota is an employment at-will state and maintains the employment at-will status for all employees.

Return Completed Applications To:

Watertown Area Transit, Inc.

205 1st Ave NE

Watertown, SD 57201