



Jeremy Peterson
Chief Executive Officer

Erie Metropolitan Transit Authority
127 East 14th Street
Erie, Pennsylvania 16503

FIXED ROUTE – Bus Driver

POSITION PURPOSE: The Operator is responsible for: Maintaining CDL License, operating bus, driving safely, data collection, passenger assistance, conduct passenger relations, communicating on the radio, maintain equipment, and conducting oneself in a courteous and professional manner.

This position is covered by a collective bargaining agreement (the contract) with the A. T. U. Local 568 and any and all applicable Company and regulatory agencies policies and procedures.

Current negotiated wage is \$19.65/hourly. Two pay raises annually until max rate is achieved after 48 months - \$30.23/hourly.

DUTIES AND RESPONSIBILITIES:

The essential functions of the job include but are not limited to the following:

Driving:

Must maintain CDL status as a Driver/Operator

Maintain driver and traffic knowledge

Know vehicle control and procedures

Implement traffic perceptual skills

Control Risk

Collection of Money

Be aware of environmental dangers

Data Collection:

Record vehicle data

Record passenger data

Passenger Assistance:

Loading, maneuvering, and securing wheelchairs

Assist when requested blind

Assist when requested elderly

Assist when requested deaf

Assist when requested cognitive disability

Assist when requested service animals

Assist when requested customers in general

Assist when requested: Assist Customers when requested overall to the extent of your training specific to your training as a Fixed Route Driver with The Erie Metropolitan Transit Authority. Safety first. Know the boundaries. Call Dispatch for guidance.

SPECIAL REQUIREMENTS:

Good verbal and written communication skills.

Good organization and time management skills.

Strong interpersonal skills.

Computer literate, including word processing and spreadsheet programs, and ability

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to learn new programs.

Strong analytical skills to problem-solve and arrive at decisions; self-motivated

Broad knowledge of PA State driving laws

Ability to read maps

Passenger Relations

Know how to communicate

Routing and Transfer Points

Negotiate

Problem Solve

Mediator

Radio Communications

How to use equipment

Courtesy

Communicate with Dispatch when required and as needed

Maintain Equipment

Pre-trip and Post-trip inspection, including visual inspection, under the hood, bumpers, tires and seat belts

Advise maintenance of any equipment problems

Professional Conduct:

Maintain good attitude

Polite and courteous

INTERFACE:

INTERNAL: Maintain good attitude, must interface positively and respectfully with all EMTA staff members

EXTERNAL: Answer inquiries from the public, concerning routing and transfer points. Must use courtesy and tact when dealing with passengers

IMPORTANT DISCLAIMER

In order to be considered for a position with the EMTA you must be able to meet the mandatory qualifications. You must possess a high school diploma or GED, preferred, acceptable MVR, pass a physical including a drug/alcohol screen, criminal record check and the ability to obtain your ACT 33 and 34 clearances.

Employees must follow HIPAA regulations and guidelines. Candidates must be 24 years old.

In compliance with the Americans Disabilities Act, EMTA will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss accommodations with the EMTA.
Qualifications

MINIMIUM QUALIFICATIONS:

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EDUCATION High school diploma or GED (preferred)

EXPERIENCE Driving experience Commercial Drivers License, with P and A endorsement, Clean MVR driving record.

ADDITIONAL DRIVER RESPONSIBILITIES:

Must inform the Authority of any conditions that may impact your ability to safely perform your job functions as a CDL Operator/Driver immediately upon diagnosis, or pre-diagnosis until Dr./Physician has determined final diagnosis.

Safety and Security training and compliance

Drivers are to advise the Dispatchers in relation to street traffic conditions (detours, etc.) and in accordance with posted policies

Report any unsafe work conditions on and off property, Make recommendations to correct

Be proactive, not reactive

Comply with regulations as applicable to position

Mandatory participation in DOT drug and alcohol testing program

Comply with company policies and procedures

Contribute to a harassment free workplace

Mandatory participation with TAPCO, Penn Train, PPTA, SAFTI or other applicable training as necessitated

Use of AVAIL (June 2015) and any electronic hardware, software, or device as applicable

Perform other duties as assigned that are intrinsic to the successful operation of the Company

DIRECTION EXERCISED:

You are to advise the Dispatchers in relation to street and traffic conditions (detours, etc.). They will then tell you what to do.

EQUIPMENT UTILIZED:

Electronic devices

Digital camera, video and overhead equipment

Office equipment, such Desktop PC, copier, fax, etc.

Radio system

Class C and B buses (as applicable)

Hydraulic lift equipment and passenger restraint systems

POSITION PHYSICAL REQUIREMENT:

Lifting:

0-100 pounds Occasional 0-3 Hours

Reaching Frequently 6-8 Hours

Standing Occasional 0-3 Hours

Walking Occasional 0-3 Hours

Sitting Constant 6-8 Hours

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Climbing Occasional 0-3 Hours
Bending/Standing Occasional 0-3 Hours
Moving/Pushing/Pulling:
0-100+ pounds Occasional 0-3 Hours
Grasping/Holding w/Hands Constant 6-8 Hours Driving Bus Constant 6-8 Hours

*Note: Erie Metropolitan Transit Authority reserves the right to modify this job description at any time.