



Jeremy Peterson
Chief Executive Officer

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

LIFT Driver job description

POSITION PURPOSE: The Operator is responsible for: maintaining drivers license (regular class C), clean MVR, 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 Starting wage is \$15.47/hourly. 2 pay raises each year until max rate is achieved at \$18.87/hr.

DUTIES AND RESPONSIBILITIES:

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

DRIVING:

Must maintain regular driver license

Must maintain a clean MVR, immediately inform management of any changes to your licensure status that are intrinsic to your employment

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

Maintain driver manifest

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

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

Commercial Drivers' License (if applicable)

Broad knowledge of PA State driving laws

Ability to read maps

Physical Requirements (included in description)

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 with LIFT staff members

EXTERNAL: Polite and courteous, must maintain a positive interface with customers and clientele

MINIMUM QUALIFICATIONS:

EDUCATION: High school diploma or GED, preferred

EXPERIENCE: Driving experience 3+ years Driving experience, Commercial Drivers' License with P endorsement (if applicable), Clean MVR driving record

ADDITIONAL DRIVER RESPONSIBILITIES:

Safety and Security training and compliance

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

Report any unsafe work conditions on and off property; make recommendations to correct

Comply with regulations as applicable to position

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Mandatory participation in DOT drug and alcohol testing program
Comply with company policies and procedure
Contribute to a harassment free workplace
TAPCO, Penn Train, PPTA, SAFTI or other applicable training
Ecolane (November 2016) and any electronic hardware, software, or device as applicable
Perform other duties as assigned that are intrinsic to the successful operation of the Authority

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:

Personal computer or electronic devices
Digital camera, video, and overhead equipment
Radio system
Class C bus (as applicable)
Hydraulic lift equipment and passenger restraint systems

POSITION DIMENSIONS:

Number of employees directly supervised: 0

POSITION PHYSICAL REQUIREMENT:

Lifting 0-75 Pounds Frequently 6-8 Hours
Standing Occasional >0-3 Hours
Walking Frequently 6-8 Hours
Sitting Frequently 6-8 Hours
Bending/Standing Occasional >0-3 Hours
Moving/Pushing/Pulling Frequently 6-8 Hours
Grasping/Holding with Hands Frequently 6-8 Hours
Driving LIFT BUS Frequently 6-8 Hours
Push/pull occupied wheelchairs weighing up to 850 pounds Occasional >0-3 Hours

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

PROBATIONARY PERIOD:

A person newly hired to this position will receive a 120-day temporary or probationary period unless otherwise specified in writing upon hiring. At the end of the probationary period, the person will be reviewed in writing by management and either pass the probationary status, be terminated or, at the discretion of management, have the temporary/probationary status extended an additional 120 days. Evaluation of performance during the probationary status will be based on adequate performance of the job functions identified above. This clause is subject to any applicable union contractual agreements affecting position.

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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. Drivers 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.