



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
 - 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 all applicable Company and regulatory agencies' policies and procedures.
- Current negotiated wage is \$23.40/hourly. Two pay raises annually until max rate is achieved after 48 months - \$36.00/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, elderly, deaf, cognitive disability, service animals, customers in general.
 - 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 to learn new programs. Strong analytical skills to

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- 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, and Mediator.
 - Radio Communications How to use equipment Courtesy Communicate with Dispatch when required.
 - 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. 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
 - 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.
 - MINIMUM QUALIFICATIONS:
 - 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 programs.

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- 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 life 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
 - 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.