



## JOB DESCRIPTION

Job Title: **Bus Driver – Specialized/Paratransit**  
Date: Created: July 30, 2015; Approved: August 18, 2015  
Preparer's Name: Derek Muench

### Approvals Job Information

Category: Represented – Class D, Non-exempt, Safety-Sensitive  
Supervisor: Operations Supervisor  
Department: Metro Connection  
Wage: Per Contract

### About Shoreline Metro

Shoreline Metro is the public transportation system operated by the City of Sheboygan and provides fixed route public transit to the City of Sheboygan, City of Sheboygan Falls and Village of Kohler. Shoreline Metro also operates Metro Connection, a complimentary demand response paratransit option for individuals unable to use the fixed route and living in areas of rural Sheboygan County. Metro Connection provides over 35,000 trips annually to elderly and disabled individuals. Shoreline Metro employs about sixty five (65) employees including administration, maintenance and operators. Shoreline Metro is under the supervision of the Director of Transit & Parking for the City of Sheboygan and is governed by the City of Sheboygan's Transit Commission. Metro Connection operators and maintenance personnel are represented by the Amalgamated Transit Union (ATU) Local 998.

### Objective of the Job

Paratransit bus drivers serve as frontline employees to provide safe, reliable, clean and courteous demand responsive transportation to elderly and disabled individuals.

### Principal Accountabilities

- Perform Pre-trip/Post-trip inspections on assigned vehicle;
- Safely and properly operate assigned vehicle in urban and rural traffic;
- Record and properly log all passenger trip data using MDTs (Mobile Data Terminals);
- Greet passengers in a courteous and professional manner. Answer questions with sensitivity, courtesy and tact;
- Collect, count and record passenger fares;
- Sell fare media to passengers as needed;
- Enforce agency rules, policies and procedures;
- Assist passengers from door-to-door and with boarding and alighting;
- Safe and proper securement of mobility devices and their users;
- Available to work all shifts including early morning, evening and Saturdays if required;
- Act as a professional representative of Shoreline Metro and the City of Sheboygan;
- Perform other related duties as assigned per contract.

### Education, Licenses and Demonstrated Abilities

Education: High School Diploma or equivalent

Licenses:

- Valid WI Class B Commercial Drivers License with passenger (P) endorsement. Air brake restriction must also be lifted or removed. Valid CDL must be obtained in a timely fashion during training (if applicable).

#### Abilities:

- Should have 2-3 years minimum of verifiable driving experience of commercial vehicles. Experience operating a bus is preferred but is not mandatory.
- Must be able to demonstrate an ability to read, understand, retain and recite information in training manuals, notices and standard operating procedures.
- Must submit to FTA required drug and alcohol testing requirements including but not limited to pre-employment, post-accident, random and reasonable suspension testing as a condition of employment.
- Must possess the ability to sit, stand and walk for extended periods of time. Must be able to bend, kneel, twist, and reach for purposes of securing mobility devices.
- Must be able to properly and safely operate a 20-30 foot passenger bus.
- Must possess ability to work in a fast-paced environment with times of high stress and anxiety.
- Must have the ability to reasonably assist passengers on and off the bus with or without the assistance of a mobility aid. Must be able to work with elderly and disabled individuals.
- Must have the ability to obtain a Class B CDL, passenger (P) endorsement and/or have air brake restrictions lifted (if applicable).
- Must be able to work a flexible work schedule including days, nights and Saturdays; Must be able to work on an "on-call" basis.
- Must successfully complete orientation, training and 6-month probationary period.

#### **Pre-Employment Requirements**

- Must pass a State of Wisconsin Department of Motor Vehicle background check with no DUI convictions within the past ten (10) years.
- Must pass a State of Wisconsin Criminal background check.

#### **Post Job Offer Requirements**

- Must pass a physical examination and maintain those standards as a condition of employment.
- Must pass a DOT drug test.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.