



Resource Management Systems, Inc.

## **Driver Job Description**

**Job Title:** Driver

**Department:** Operations

**Reports To:** Regional Manager

**Location:** As Assigned

### **POSITION OVERVIEW**

Under the direct supervision of the Dispatcher, the Transit Bus Driver is responsible for operating buses in a safe and efficient manner. The Transit Bus Driver is responsible for the safety and well-being of himself, his passengers, and all other people on the road.

### **JOB DUTY OUTLINE**

The following tasks are representative and not to be considered all inclusive.

#### **1. Provide safe and efficient transportation for the passengers of RMS, Inc. (all counties and agencies served)**

- Operate the buses on scheduled times.
- Pick up passengers on dispatched request for transportation.
- Operate the buses on scheduled activities i.e., out of town routes, medical trips.
- Respond to medical emergencies and injuries to passengers in a manner consistent with training and RMS, Inc. policies and Procedures.

#### **2. Maintain buses and vans**

- Conduct a thorough pre-trip & post-trip inspection of the vehicle prior to and at the end of operation daily.
- Check for vehicle damage
- Monitor oil change requirements
- Report on all issues to supervisor
- All reports on maintenance must be detailed and thorough with complete explanations.
- Fuel buses at the end of each shift and throughout the day as necessary
- Clean the inside of bus at the end of daily operation

#### **3. Services, responsibility to passengers and citizens**

- Courteous and respectful behavior
- Responsive to passenger request
- Safe, cost-effective use of RMS, Inc. resources

#### **4. Create and maintain a supportive work environment**

- Treating other employees with respect
- Promoting a positive work environment
- Attend regular quarterly meetings as scheduled

- Maintain a professional, well-groomed appearance
- Wear prescribed apparel with no holes and RMS, Inc. provided uniform tops
- Closed toe shoes are required
- Maintain necessary records
- Appropriate use of timeclock (using cell phone)
- Pre-trip and post-trip inspection sheets
- Turning public money as scheduled (sealed envelope)
- Maintaining Medicaid signature logs daily
- Required training and certifications to obtain after employment
- Defensive Driving
- CPR/First Aid
- Pass Training
- Pass Hands ON Training/wheelchair securement (provided by instructor)
- Drug and Alcohol Awareness Training.
- Clean MVR and Criminal background check (annually)
- Maltreatment Awareness check (Annually)

**5. The physical and mental requirement are of the utmost importance to ensure safe passenger transport and care**

**Physical:** The driver position requires lifting, and guiding wheelchair passengers onto the wheelchair lift and properly securing the tie-downs for wheelchairs. In addition, drivers must assist any passenger with special needs in boarding and exiting vehicles. This work requires drivers to bend, stoop, crouch, physically push and pull clients. In the event of an accident, Drivers are responsible for safely removing the passengers on board the bus.

**Mental:** Drivers are expected to be mentally stable and prepared for any situation that may arise while they are transporting passengers. Drivers are encouraged to think before they act and apply training, knowledge, and organizational policies and procedures.

Acknowledgment of the above: \_\_\_\_\_ Date: \_\_\_\_\_