



Division of Aging

Job Title: UTA Bus Driver

Starting Salary: \$15.25 per hour

Status: Part-time, no benefits

Closing Date: May 18, 2017

The Opportunity:

Tooele County is currently accepting applications for a part-time UTA Bus Driver with the Tooele County Aging Department in the Tooele Area.

Examples of POSITION DUTIES:

Responsible for operating UTA passenger buses in accordance with UTA operating procedures, assuming responsibility for the safety of customers and equipment. Performs standard pre trip/post trip vehicle inspections. Communicates appropriate information to TCC, customers, supervisors, and others designated to receive such information. Answers questions from customers and others. Collects appropriate fare from passengers. Follows UTA guidelines, operating rules, schedules and procedures. **Must be willing to be on-call as needed to cover shifts.**

Minimum Qualifications

- High School diploma or GED equivalent.
And
- (3) Three years of experience of general responsibility work, preferably in a public service setting; general knowledge of vehicle transportation and maintenance such as oil check, gas, fluid levels, etc. and interest in helping homebound elderly and disabled persons.
And
- Must have a valid Class "C" Commercial CDL Utah Driver's License and a good driving record.

Required Knowledge, Skills & Abilities:

Ability to work independently, adjust to changing procedures and schedule work efficiently. Maintain a positive attitude towards Senior Citizens and Tooele County and get along well with the general public. Knowledge of the geographical area to which assigned. This category involves frequent and prolonged sitting. Also, working in weather conditions that may not be ideal such as heat, cold, rain, snow and wind.

For a complete job description, job vacancy notice or an on-line application please visit

<http://www.co.tooele.ut.us/hr.html>

Applications must be submitted to

Tooele County Human Resource Office, Rm 308

47 South Main Street, Tooele

Or email application and resume to tadams@tooeleco.org

EEO Employer

**TOOELE COUNTY
Job Description**

TITLE: UTA Driver
DIVISION: Aging
DEPARTMENT: Health
EEO CLASS: Service & Maintenance
WORKERS COMP.: County

JOB CODE: 628
EFF. DATE: 03/10/2017
GRADE: 16
FLSA: Non-Exempt
CDL: Yes

GENERAL PURPOSE

Candidate will be responsible for operating UTA passenger buses in accordance with UTA operating procedures, assuming responsibility for the safety of customers and equipment. Communicates appropriate information to TCC, customers, supervisors, and others designated to receive such information. In this position the candidate follows UTA guidelines, operating rules, schedules and procedures.

SUPERVISION RECEIVED

Works under the direct supervision from the Mobility Manager and the Aging Service Director.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Provides specialized transportation to disabled Adults and seniors who meet the requirements of Utah Transit Authority and when possible provides transportation to seniors and Adults of the Aging Program in Tooele County. Assists all passengers on and off the buses, answers questions from customers and others, and put buses away at night.

Collects appropriate fare from passengers. Prepares legible written reports of incidences or accidents.

Performs standard pre-trip/post trip vehicle inspections. Checks oil, gas, tires, battery, all fluid levels, cleans the windshield, and returns bus to the maintenance shop for all repairs and maintenance. May assist with repairs and maintenance.

Understands and operates buses per all UTA guidelines. Follows safety procedures, schedule shifts, schedule departures and other scheduling demands. Understands and operates routes in timely and professional manner.

May perform other duties as assigned. May assist with Aging Programs in the Center.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduate or GED equivalent

AND

Must have a valid Utah State Driver's License and a clean driving record, must have a valid Utah State CDL Class C passenger endorsement License

AND

Three (3) years of general responsible work experience

2. Required Knowledge, Skills and Abilities:

Working knowledge of road safety and driving practices. Knowledge of the geographical areas including Grantsville, Tooele, and Salt Lake City. Working knowledge of vehicle transportation and maintenance such as oil check, gas, fluid levels, etc.

Ability to work independently, adjust to changing procedures and schedule work efficiently. Ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing. Have a positive attitude towards Senior Citizens and Tooele County and get along well with the Public.

Must successfully pass a background check and a pre-hiring drug screening and continuous random drug screening. Must possess a valid Utah driver's license with no DUI's/ARR's in the past five (5) years and no more than two (2) moving violations within the past 24 months. Must keep Utah State CDL Class C passenger endorsement license in good standing.

3. Physical Requirements and working conditions:

This category involves frequent lifting of 25-50 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces or at heights above the ground. This category involves regular walking, reaching, pushing, pulling, kneeling, crouching, balancing, stepping up. Requires sitting for long periods of time.

This category involves frequent work in weather conditions that may not be ideal, heat, cold, rain, snow and wind.

OTHER QUALIFICATIONS:

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- < thoroughness, planning and organization, neatness and accuracy;
- < learning and knowing all phases of the job; recognizing and solving routine problems;
- < knowing the office policies, systems and services;
- < compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- < being able to perform new duties, adjust to new situations, and control of self under pressure;
- < being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- < making decisions; studying and considering all facts; using common sense;
- < cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- < being friendly, helpful and showing self-control;
- < being punctual in attendance; and
- < being professional in dress and manner; showing good housekeeping of the general work area.

APPROVED:

Dated this ____ day of _____, 2017.

Department Director

Human Resource Director

Commissioner

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Health Department.

Employee's Signature

Date