



TOWN OF JACKSON  
JOB DESCRIPTION

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JOB TITLE: START Bus Driver\*\*\*

LAST UPDATED: 2016

PAY BAND: 3

FLSA STATUS: Non-Exempt

DEPARTMENT: Transit

SUPERVISOR: Transit Operations Manager

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\*\*\* Note: This is a part-time and seasonal position.

**Job Purpose:** Provides professional driving services and safe operation of Town of Jackson START transit busses.

**Supervision:** Works under daily and specific direction of Transit Operations Manager.

**Supervision Exercised:** Has no supervisory responsibilities.

**Essential Duties and Responsibilities:**

(This list does not include all duties and responsibilities that may be assigned to this position.)

Drives transit busses, provides exceptional customer service to bus patrons, assists citizens and visitors with disabilities as necessary, and dispenses information concerning bus routes and general information concerning the Town of Jackson, Teton County, and surrounding area.

Responsible for completing all paperwork associated with transit operations, including run sheets and pre-trip inspection sheets.

Responsible for daily interior cleaning, fueling, and maintenance of busses.

Monitors bus route safety and efficiency, drives route daily, inspects bus stops for cleanliness, safety, and proper signage, and delivers schedules as needed.

**Desired Minimum Qualifications:**

**Education and Experience:**

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- High school diploma or GED equivalent; and
- One (1) year driving experience carrying passengers.

**Job-Specific Knowledge, Skills, and Abilities:**

- Knowledge of, and ability to drive in, extreme winter conditions, conditions typically found in high mountain valleys, and heavy traffic.
- Knowledge of Town of Jackson and Teton County roads and geography preferred.
- Skilled in operation of equipment and tools listed below.
- Skilled in maintenance and generation of accurate and timely written reports.
- Ability to effectively deal with fellow employees, supervisors, and the general public.

- Ability to maintain a positive and professional attitude when serving disadvantaged, disabled, and challenged patrons.
- Ability to adhere to Town of Jackson's federally mandated drug-testing program.
- Ability to respond to varied scheduling and driving needs.
- Ability to demonstrate creativity when assisting with transit system problem solving.
- Ability to observe safety hazards and implement appropriate precautions as needed.
- Ability to communicate clearly and concisely, verbally, in writing, and electronically.

**Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:**

**Our Purpose (Why we exist as an organization)**

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

**Our Mission (What we do)**

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

**VALUES**

**CUSTOMER FOCUS & SERVICE.** *We provide exceptional customer focus and service – to both internal and external customers.*

**OPENNESS.** *We are open in all respects as we work together – displaying an open mind, an open door and open communication.*

**INNOVATION.** *We utilize the creativity and innovative ideas of employees at all levels to address our increasingly complex challenges.*

**RESPECT.** *We treat everyone, everything and everywhere with respect.*

**PROFESSIONALISM.** *We display high levels of professionalism in all interactions.*

**POSITIVE WORKPLACE.** *We take responsibility for creating a positive and healthy workplace – through displaying positive attitudes and positive behaviors.*

**STEWARDSHIP AND CONSERVATION.** *We are the current caretakers of our resources.*

**IT IS MY JOB. IT IS OUR JOB.**

- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend, and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.

- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

**Special Requirements:**

- Satisfactory driving record and ability to maintain same; and
- Valid Class “B” commercial drivers license (CDL) with all required endorsements for assigned equipment; and
- Passenger service and safety certification (PASS) within thirty (30) days of hire; and
- Compliance with Town of Jackson’s federally mandated drug testing program; and
- Ability to pass DOT physical examination; and
- Safe Driver certification preferred; and
- First aid training and CPR certification preferred.

**Equipment and Tools Used:**

- Automobile, telephone, calculator, computer, photocopier, fax machine, and other business equipment, passenger busses, two-way radio, cellular telephone, fare collecting equipment, cleaning supplies, and cleaning chemicals.

**Physical Requirements\*\*:**

The physical demands described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently sits, sees, hears, and speaks. Employee frequently uses hands to finger, handle, or feel objects, tools, or controls.

Employee is exposed to moderate levels of standing and walking.

Employee occasionally climbs. Employee occasionally reaches and works with arms extended at shoulder height. Employee occasionally lifts, carries, and/or pulls more than 100 pounds. Employee is exposed to moderate levels of stooping, kneeling, bending, and/or crouching.

Specific vision requirements for this job include frequent use of near, far, depth, and peripheral vision, and the ability to adjust focus. Employee is frequently exposed to bright light conditions. Employee is occasionally exposed to low light conditions. Hand-eye coordination is necessary to operate computers, office equipment, busses, and other equipment.

Specific auditory (hearing) requirements for this position include frequent communication via two-way radio, participating in routine conversation, and receiving audible signals.

**Mental Requirements\*\*:**

The mental requirements described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently reads and executes simple written instructions, reads work orders, job tickets, graphs, logs, and schedules, observes and reads

instruments, gauges, and dials to determine operating status, estimates speed of moving objects, inspects and observes for obvious product or equipment defects, operates cars, trucks, and busses, and operates equipment requiring specialized knowledge of process. Employee frequently plans own work activities, works alone, and works without supervision.

Employee occasionally reads, comprehends, and executes verbal instructions, counts and makes simple arithmetic additions and subtractions, determines malfunctions by direct observation, and performs repair and maintenance of equipment. Employee occasionally works as a member of a team and works under pressure.

### **Working Conditions\*\*:**

The work environment characteristics described here are representative of those that employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee is frequently exposed to constant noise, vibrations, fumes, and gases, unavoidable mechanical hazards, and unavoidable hazards associated with moving objects.

Employee frequently works inside a vehicle.

Employee performs moderate levels of work inside. Employee is exposed to moderate levels of extreme heat and/or cold with or without temperature changes and wet conditions with or without temperature changes.

Employee is occasionally exposed to noise generated in a normal business environment. Employee is occasionally exposed to odors. Employee is occasionally exposed to blood borne pathogens, body fluids and tissue, and possible diseases of known and unknown origin. Other individuals occasionally expose employee to the threat of direct or indirect violence and conflict. Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Jackson offices to off-site locations.

\*\*The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

### **Job Selection Guidelines:**

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the

absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Personnel Director

Effective Date: \_\_\_\_\_ Revision History: \_\_\_\_\_