



**AROOSTOOK REGIONAL
TRANSPORTATION SYSTEM, INC.**

P.O. BOX 552
PRESQUE ISLE, ME 04769
TELEPHONE:
207-764-1290
FAX: 207-764-5579

POSITION DESCRIPTION

Position Title: Vehicle Operator

FLSA: Non Exempt

Reports To: Executive Director

GENERAL SUMMARY:

Under general direction from the Executive Director and in accordance with applicable policy and procedures, the incumbent safely and efficiently operates the designated vehicle.

ESSENTIAL JOB FUNCTIONS: *

- Safely and efficiently operates the designated vehicle as directed by the Executive Director.
- Obeys all traffic laws and observes all regulations as set by the Agency.
- Ensures that only specified number of passengers are carried in vehicles and that all passengers are seat belted prior to putting vehicle in motion.
- Fills fuel tank and ensures that no passengers are in the vehicle at the time.
- Signs off and signs on the radio communications system and is familiar with radio use.
- Performs pre-trip inspections of vehicles as specified by regulations and supervisors.
- Ensures vehicle cleanliness.
- Relates well to public.
- Assists passengers on and off the bus and assists with parcels to residence when carrying specified client groups as designated by Executive Director.
- Completes and submits all required forms to appropriate personnel.
- Collects fares as required.

OTHER DUTIES AND RESPONSIBILITIES:

- Is familiar with operations procedures for emergencies and accident reporting procedures.
- Reports all mechanic problems to Mechanic in writing by pre-trip inspection.
- Possesses record keeping ability.
- Is available to attend periodic driver training including but not limited to safety, first aid, courtesy, and vehicle inspection forms.
- Reports directly to central office if unable to perform job duties.
- Reports any prescribed use of medication to Executive Director or Executive Director.
- Demonstrates utmost professionalism and must not use or be under the influence of alcoholic liquor or beverage, or narcotic drugs while on duty, not otherwise make excessive use thereof. FTA Drug and Alcohol testing rules apply.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Valid Maine Operator's License and acceptable driving record.
- Successful completion of appropriate Motor Vehicle Division tests as required for school bus or public transit vehicle. (ARTS will pay for two testings; failure to successfully pass the second testing will be grounds for immediate dismissal).
- Must pass appropriate physical standards to meet requirements of the Federal Motor Carrier Safety Regulations (49 CFR 391.41.49). (ARTS will provide for one annual physical examination; failure to meet physical standards will be grounds for immediate dismissal).

- For CDL licensed operators, they must meet federal and state school bus requirements including fingerprinting.
- 21 years of age (to meet MDOT requirements).
- Enrollment and completion of a Defensive Driving Course within first six months of employment.

SUPERVISORY RESPONSIBILITY:

Not applicable.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Generally, a pleasant office environment.
- Operate a computer, printer, adding machine, phone and basic office equipment, requiring hand-eye coordination and finger dexterity.
- Routinely communicating face-to-face, on the telephone and in writing, requiring strong communication and interpersonal skills.
- Regularly required to sit for long periods of time in front of a computer and speak or listen, stand, walk, or reach with hands and arms.
- Occasionally required to climb or balance and stoop kneel or crouch.
- Frequently required to use hands and/or fingers to handle or feel objects, tools or controls.
- Must be physically able to occasionally lift and/or move up to 40 pounds.
- Must successfully pass the vision screening exam required to receive a state driver's license.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approved by: ARTS Board of Directors

Effective Date: February 25, 2019

Without CDL license

Salary Range: Hourly: \$16.25

With CDL license

Salary Range: Hourly

ANNUAL STEP INCREASES

0 to 1	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10 10 to 11	11 to 12 12 to 13 13 to 14	14+
\$17.75	\$18.19	\$18.64	\$19.11	\$19.59	\$20.08	\$20.58	\$21.08	\$21.62	\$22.16	\$22.71	\$23.39