PART-TIME BUS DRIVER

The City of Saint Peter is currently accepting applications for the position of Part-time Bus Drivers for the Minnesota River Valley Transit system. This position will work various shifts including day, nights and occasional weekends. This position works primarily in Saint Peter. MINIMUM QUALIFICATIONS: Must have a valid driver’s license to begin and a State of Minnesota CDL minimum of Class C Driver’s License with passenger endorsement within thirty (30) days of employment (PLEASE NOTE - Minnesota River Valley Transit will help all new drivers train for the license test); High school diploma or equivalent. DESIRED QUALIFICATIONS: Experience working with the public; experience operating two-way radio/phones; training in vehicle mechanics; previous bus driving experience. Starting wage $17.56 per hour.

Applicants must complete a City application form which is available in the City Administrator’s office at 227 South Front Street, by calling (507) 934-0663 or online at https://www.saintpetermn.gov/365/Employment. Completed applications must be received by the City Administrator’s office. This position will remain open until filled and qualified applicants will be offered an interview within one week of submission of application.

**NOTE: The successful candidates for this position will be required to successfully complete and pass a pre-employment drug test. The position is also subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by USDOT 49 CFR Part 655 (Federal Transit Administration) and USDOT 49 CFR Part 40. In addition, successful candidates for this position must have a vehicle driving record which is clear of revocations, suspensions and cancellations for the past three (3) years. Applicants may be required to submit to a criminal background check and be clear of convictions for crimes or anticipatory crimes (as defined in M.S. 609.17 and 609.175) within the previous fifteen (15) years.

AA/EEO
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

POSITION TITLE: BUS DRIVER
DEPARTMENT: FINANCE
SUPERVISOR: TRANSIT OPERATIONS MANAGER

Pay Equity Points = 122

OVERVIEW OF POSITION:

Under the direction and general supervision of the Transit Operations Manager, the Bus Driver operates and maintains the municipal transit service vehicles.

DUTIES:

- Operates and maintains the municipal transit system vehicles; operates vehicles in a safe and efficient manner; maintains overall cleanliness of vehicles; refuels vehicles as necessary; reports any accidents or mechanical problems to the Transit Operations Manager.

- Manages route schedule; operates two-way radio; provides assistance to elderly and handicapped passengers as needed; recommends efficient changes in routing.

- Promotes the transit service to the general public and to customers.

- Maintains the daily books for the municipal transit system; collects fares; maintains and updates the log book; closes out daily books; locks up bus and cash receipts at the end of shift.

- Observes all safety and traffic regulations.

- Attends and participates in staff and safety meetings and training.

- Effective and respectful communication and interactions with other employees, managers, individuals from other organizations, and citizen customers.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate effectively; ability to understand and carry out directions; ability to accept responsibility; ability to secure the confidence of transit system patrons; ability to maintain confidentiality as needed; tact; ability to deal with the public.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Bus Driver is required to be capable of performing the following physical functions or a combination thereof for any given workday:

Legend:

Continuously is over 2/3 of a work day
Frequently is 1/3 to 2/3 of a work day
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Occasionally is less than 1/3 of a work day
Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.
- Occasionally lift and carry up to fifty (50) pounds.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Possession of, or the ability to obtain within 30 days of employment, a minimum of a Minnesota CDL Class C Driver's License with passenger endorsement.

DESIRED QUALIFICATIONS:

- Experience working with the public.
- Experience operating two-way radio/phones.
- Training in vehicle mechanics.
- Previous bus driving experience.

Adopted: 10-10-2016