

**PERRY COUNTY TRANSIT  
PART-TIME DRIVER JOB DESCRIPTION  
EXTERNAL POSTING**

<b><u>CLASSIFICATION TITLE:</u></b> Part-Time Driver	<b><u>FLSA:</u></b> Non-Exempt	<b><u>AGENCY/DIVISION:</u></b> Perry County Transit
<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180 Days	<b><u>BARGAINING UNIT:</u></b> Bargaining
<b><u>COMPENSATION:</u></b> \$15.73/Hour	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday: 6:00 am – 6:00 pm Closed: Saturday and Sunday	<b><u>SUPERVISOR:</u></b> Transit Supervisor
<b><u>POSITION LOCATION:</u></b> 499 N. State Street New Lexington, Ohio 43764		

**CLASSIFICATION PURPOSE:**

The Part-Time Transit Driver is responsible for safely operating a transit vehicle to transport passengers along designated routes and schedules. This position requires excellent customer service skills, adherence to traffic laws, and ensuring the safety and comfort of all passengers.

**PART-TIME DRIVER RESPONSIBILITIES:**

- Operate a transit vehicle in a safe and professional manner along assigned routes and schedules.
- Pick up and drop off passengers at designated stops, assisting individuals as needed, including those with disabilities.
- Conduct pre- and post-trip vehicle inspections to ensure safety and report any maintenance or safety concerns.
- Follow all traffic laws, safety regulations, and company policies.
- Provide excellent customer service by assisting passengers, answering questions, and addressing concerns professionally.
- Maintain accurate records, including ridership logs, incident reports, and vehicle maintenance reports.
- Communicate effectively with dispatch, supervisors, and other transit personnel.
- Respond appropriately to emergencies, accidents, or incidents following established procedures.
- Perform other duties as assigned.

**PART-TIME DRIVER QUALIFICATIONS**

Any equivalent combination of relevant education, training, and experience may be considered, including but not limited to:

- High school diploma or equivalent (preferred).
- Valid [State] driver's license with a clean driving record.
- Previous driving experience preferred, especially in transit, school bus, or passenger transportation.
- Strong communication and customer service skills.
- Ability to work a flexible schedule, including early mornings, evenings, weekends, and holidays.
- Ability to lift and carry object, assist passengers, and perform physical tasks as needed.

**Cheryl Boley - CEO**

499 N. State Street

New Lexington, Ohio 43764

740-342-2810

www.PerryCountyTransit.com



**WORK ENVIRONMENT:**

- Work is primarily performed in a transit vehicle, with exposure to various weather conditions and traffic.
- May require sitting for extended periods, occasional lifting, and assisting passengers with mobility challenges.

**TO APPLY:**

Submit your application and resume to [Leslie.Finck@perrycountyohio.gov](mailto:Leslie.Finck@perrycountyohio.gov) or visit our office at 499 N. State Street, New Lexington, Ohio 43764.

Perry County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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