

**Position No.:**  
**Original Date Issued:** 4/23  
**Last Date Revised:**  
**Last Date Reviewed:**

**SOUTHWESTERN ILLINOIS COLLEGE  
FULL-TIME POSITION  
JOB DESCRIPTION**

**POSITION TITLE:** ATS Full Time Driver (CDL CLS B Req)  
**REPORTS TO:** Operations Manager  
**HOURLY WAGE:** \$ 18.00 per hour  
**GRANT PROGRAM:** Alternative Transportation System

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**NATURE OF WORK**

In accordance with the Mission and Values of Southwestern Illinois College, this is a full-time position funded by external funds and the work schedule may vary to satisfy the operational needs of the program. General transportation of ATS passengers including persons with disabilities (certified as complementary Para transit eligible under the Americans with Disability Act (ADA) and elderly riders. Applicants for, and employees within, this position are subject to the federal drug and alcohol testing requirements as well as criminal background checks and driving record checks (MVR). This position is contingent upon external funds.

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**PRIMARY RESPONSIBILITIES**

- 1 Inspect the bus before every trip, which includes monitoring and adjusting vehicle gauges and controls.
- 2 Drive ATS vehicles transporting persons in a timely manner for the purpose of medical appointments, employment, grocery shopping, and other general transportation needs according to a time-schedule; by operating the vehicle safely.
- 3 Assist ATS passengers with vehicle entry and exit. (Including but not limited to assisting a passenger in a wheelchair, applying appropriate wheelchair and passenger safety restraint devices.)
- 4 Answer questions regarding service, fares, etc.; including greeting passengers.
- 5 Direct and control passengers, when needed.
- 6 Secure child seats for small children as needed.
- 7 Assist ATS passengers with packages. (Including but not limited to full bags of groceries – note: on request the driver may assist passenger with packages by carrying packages on and off the vehicle.)
- 8 Record passenger data, fares, and vehicle statistics on manifest (paper or electronic device).

- 9 Make changes in their assigned route as coordinated with Dispatch and/or Garage Operations.
- 10 Complete the required forms such as vehicle defect card, manifest, incident/accident report and other forms as needed.
- 11 Turn in fares and manifest to the Garage Operations Coordinator at the end of the routes.
- 12 Read street map guide, time schedule, street signs, traffic signs, instructions and passes.
- 13 Follow written and oral instructions completely.
- 14 Attend staff meetings as required.
- 15 Must have the ability to work nights, weekends and holidays.
- 16 Perform other related duties as assigned by supervisor.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

In order to satisfactorily perform the assigned duties, candidates for this position must have the following qualifications:

1. Ability to read, write and follow instructions.
2. Ability to use a map and to learn street addresses with geographic limits of the ATS service area and coordination service areas.
3. Ability to maintain time schedule when driving assigned routes.
4. Ability to communicate well with older persons and persons with disabilities.

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### **POSITION SPECIFICATIONS**

1. Class B CDL with Air Brakes and Passenger Endorsement (required)
2. High school diploma or GED required. Some College preferred.
3. Must have a minimum of one (2) year of experience as an ATS driver with a clean ATS driving record and continuing satisfaction of all ATS position specifications.
4. Must not have any attributable accidents or moving violations within the last 3 years.
5. Ability to meet and maintain the physical, drug and alcohol testing requirements per ATS and SWIC guidelines.