

ONBOARD PUBLIC TRANSIT
(a service of the Iowa Northland Regional Transit Commission)
CASUAL DRIVER

Position: Casual Driver

Supervises: None

Department: Iowa Northland Regional Transit Commission

FLSA Status: Non-exempt

Gives work direction to: None

Reports to: INRCOG Transit Operations Manager

Revision date: July 2026

POSITION SUMMARY

An at will position appointed by the Executive Director and under the general direction of the Transit Operations Manager. The Casual Transit Driver is responsible for the safe operation of a passenger bus providing public transit services. Casual Drivers regularly operate a service run or are regularly scheduled to operate a service run for an average of less than 20 hours per week or are scheduled only as needed to fill service requirements. Casual Drivers may be called upon to substitute for employees who are absent or to fill open service runs. Duties include safely transporting passengers, assisting passengers with boarding and exiting the vehicle, including use of wheelchair lifts, completing required inspections and documentation, and complying with all DOT, agency, and collective bargaining requirements.

ESSENTIAL JOB DUTIES

- ☐ Safely and efficiently transports the general public including persons with disabilities, the elderly, and children to and from their destinations, both on a curb-to-curb basis and door- to-door basis, through the safe operation of a passenger bus requiring a CDL C driver's license, with a passenger endorsement; school bus operators permit may be required.
- ☐ Conducts daily vehicle pre- and post-trip safety checks, maintains bus fluid levels and reports vehicle maintenance problems and any other related problems incurred.
- ☐ Ensures the cleanliness of assigned vehicle.
- ☐ Accurately maintains and turns in the appropriate documentation of passenger ridership, passenger miles and hours driven.
- ☐ Assists passengers to safely embark and disembark the vehicle, including the operation of wheelchair lifts.
- ☐ All other job duties as assigned by the Transit Operations Manager, Director of Transportation, and/or the Executive Director.

INCIDENTAL JOB DUTIES

None

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- ☐ Knowledge of or ability to learn municipal and county street and road systems.
- ☐ Knowledge of the mechanical components and ability to safely operate a passenger bus requiring a CDL C driver's license with a passenger endorsement.



- ❑ Ability to safely pass training in defensive driving, Passenger Assistance Training (PASS) and all other related subjects required by the employer.
- ❑ Ability to read and write the English language.
- ❑ Ability to perform outdoor manual labor for extended periods of time under adverse weather conditions.
- ❑ Ability to read maps.
- ❑ Ability to obtain and maintain a CDL C driver's license with a passenger endorsement; a school bus operator's permit may be required.
- ❑ Ability to pass a Physical Capacity Profile test.
- ❑ Ability to follow written and verbal instructions.
- ❑ Ability to establish effective working relationships with co-workers, supervisors, clients and the public.
- ❑ Ability to safely perform tasks requiring standing, bending, stooping, squatting, sitting for extended periods, kneeling, lifting, carrying, twisting, reaching, and walking.
- ❑ Ability to ascend and descend steps to enter and exit the vehicle multiple times during the day.
- ❑ Ability to safely lift and carry up to 30 pounds; push and pull wheelchairs up to 300 pounds occasionally; and push and pull motorized wheelchair with occupant up to 800 pounds on a very infrequent basis.
- ❑ Ability to maintain accurate records.
- ❑ Ability to communicate clearly, both orally and in writing.
- ❑ Ability to operate a radio communication system and to monitor conversations with other drivers, the Transit Operations Assistant and the Director of Transit.
- ❑ Ability to attend work regularly at the designated time and place and the ability to work under strict time constraints.
- ❑ Sufficient personal mobility to travel to the location of the designated bus and to maintain sufficient alertness to operate a passenger vehicle safely in various weather and road conditions.

ENTRY REQUIREMENTS

Education/Training: High School Diploma or GED preferred; and

Work Experience: Prefer prior work experience as a bus driver and past work experience with a variety of different people including the disabled, children and the elderly; or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Required licenses, registrations and certifications: a CDL C driver's license with a passenger endorsement will be required prior to the end of the employee's probationary period (a Class D (chauffer's) driver's license may be accepted prior to the end of the employee's probationary period, dependent upon the assigned service run; a school bus operator's permit may be required; a driving record that allows the employer to provide continued liability insurance coverage must be maintained.

Required post-offer physical examinations: As required by the DOT and/or the collective bargaining agreement; physical capacity profile test.

Required drug testing: Subject to DOT drug and alcohol testing requirements.

Residency requirement: None

Other testing required: Employment contingent on the individual satisfactorily passing an oral interview process; satisfactorily passing a criminal background investigation, including a check of Office of Inspector General's Excluded Individuals list and Sex Offender Registry; and a review of the applicant's driving record.





WORK ENVIRONMENT

Much of the work is performed in a passenger bus. Position also requires working outside in adverse weather conditions. The work environment can involve exposure to extreme heat and cold, humidity, dirt or snow and ice conditions; loud noises and vibrations associated with operating a large passenger bus, moving machinery; working on uneven ground; mechanical and traffic hazards; and fumes and odors.

HOURS OF WORK

Generally, work an average of less than 20 hours per week or work only as needed. Monday through Friday, with varied hours from 5:30 a.m. to 6:00 p.m. Start and finish times may vary dependent on assignment.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

Executive Director signature and date

Director signature and date

Employee signature and date

