

**POSITION OPENING  
ANTRIM COUNTY TRANSPORTATION  
DRIVER**

Antrim County has an opening for irregular, part-time driver at Antrim County Transportation. Driver duties require safely and efficiently operating a vehicle as part of the Antrim County Transportation system; collecting fares; keeping a record of routes; accurately responding to inquiries about the public transit system.

Essential driver duties may include but are not limited to:

1. Makes pre-trip safety and maintenance inspections of vehicles including fuel levels, gauges, lights, mirrors, tires, safety equipment, first aid equipment and cleaning supplies. Inspect interior and exterior for cleanliness and damage. Record and report information to mechanic or dispatcher.
2. Receives radio transmission from office relating to services provided.
3. Records origin and destination data per established procedures.
4. Drives vehicle to designated locations, assisting passengers on and off the vehicle as the situation requires.
5. Receives and records fares, fuel consumption, mileage, rider characteristics and other necessary information.
6. Operates lift mechanism for wheelchairs and other mobility devices.
7. Delivers driver's logs, fare box and other material to the office at end of shift.
8. Notifies dispatch immediately whenever accidents, breakdowns or unusual situations occur.
9. Performs routine cleaning of buses including exterior and interior washing.
10. Fuels buses with type of fuel required - gasoline or diesel. Add oil when required.
11. Assists building maintenance staff with cleaning of shop area and grounds as requested.
12. Maintains a positive attitude toward daily customers and co-workers.
13. Perform all other duties as assigned

Qualifications:

1. Must hold and maintain a CDL with P endorsement.
2. Must pass a Federal Department of Transportation pre-employment physical exam including drug screening.
3. Must pass random drug and alcohol screening.
4. Must possess a valid Michigan driver's license
5. Must have a clean driving record and have criminal background check

Starting time of the shift may vary. The successful applicant must be a self-starter and able to work with very little or no supervision. Antrim County is an equal opportunity employer.