



211 Smith Street

Sheridan, Wyoming 82801

(307) 672-2240

August 1, 2019

Job Opening – DRIVER(S) FOR GOOSE CREEK TRANSIT FIXED ROUTE

Dear Applicant,

Goose Creek Transit is accepting applications for the position of Fixed Route Driver(s). Our transportation program is expanding, and we are looking for applicants who enjoy working with the public. Knowledge of the Sheridan area is helpful.

The starting wage is \$10.81 per hour. We are hiring for multiple Fixed Route positions with a variety of hours available.

Minimum Qualifications:

- ✓ High school diploma or its equivalent
- ✓ Experience working with the public, older adults or people with disabilities preferred.
- ✓ Successful applicants must have a clean driving record and pass FTA drug & alcohol screening and Central Registry & Division of Criminal Investigations background check
- ✓ Offering of job will be dependent upon candidate providing a clean, current Motor Vehicle Department Report.

Please see attached job description for more complete information regarding essential job functions, physical demands and special knowledge/skills/abilities. Return application to the receptionist desk of The HUB – 211 Smith Street, Monday-Friday, between the hours of 8:00 a.m. – 4:00 p.m.

The Hub... on Smith is an equal opportunity provider, an equal employment opportunity and “At Will” employer. You will be notified by phone if an interview is desired.

Thank you for your interest.

Best,
Sheree Childers-Cossel
Human Resources Manager

**SENIOR CITIZENS COUNCIL
JOB DESCRIPTION**

POSITION: Fixed Route Driver
LOCATION: 2114 Eastside 2nd Street
Sheridan, WY 82801
REPORTS TO: Transportation Director

Essential Job Functions Include:

- Routinely follows published fixed route schedule to stay on time as closely as possible and never leaving a bus stop before the scheduled time
- Conducts daily pre-trip inspections using the form provided. Conduct a post trip inspection for damage and lost and found.
- Constantly observes and follows traffic laws and safety rules
- Communicates location and activity with the dispatcher as needed
- Maintains paperwork for transportation area as directed
- Provides information to customers about other services as necessary
- Adheres to policy and procedures on confidentiality
- Provides assistance to staff as needed
- Completes orientation and on-going training as directed
- Communicates and works with customers and fellow staff members in a respectful manner
- On a daily basis, the driver monitors, evaluates, and reports vehicle maintenance, fuels vehicle, logs mileage, and submits receipts (as needed)
- Maintains vehicle cleanliness daily inside and out
- Maintains security of customer donations
- Works with supervisor to provide transportation to special events and day trips if required
- Provides a high quality of customer satisfaction
- Strictly follows the organization's procedures in case of an accident
- Reports any traffic citations to supervisor immediately
- Other duties as assigned

Physical Demands:

- Regularly drives large 12 to 14 passenger size vehicles
- Drives in inclement weather
- Communicates and exchanges information with others
- Stoops and bends on a regular basis
- Must be able to drive for at least 60 minutes without the need for a break

Special Knowledge, Skills and Abilities:

- Strong receptive and expressive communication skills
- Knowledge of community resources
- Ability to handle more than one task at a time
- Strong skills in customer service
- Safe driving record
- Ability to complete Transportation Safety Institute Training, First Aid, Defensive Driving, Drug and Alcohol Training, and Blood Borne Pathogens Training
- Ability to pass drug and alcohol screening
- Employment is dependent on ability to pass a Central Registry and Division of Criminal Investigations background check
- Ability to effectively communicate, both orally and in writing

Minimum Qualifications:

Possesses a high school diploma or its equivalent. Have a valid driver's license and a safe driving record. Experience working with the public, older adults or people with disabilities preferred.

Senior Citizens Council is an equal employment opportunity employer

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.