Madison County Vacancy Announcement

Full-Time Transit Driver
Madison County Transportation Authority

Position Summary:

Operates the vehicles for Madison County Transportation Authority and monitors van passengers. Responsible for maintaining vehicle records and reporting needed repairs and safety concerns. Responsible for maintaining a safe and comfortable environment for individuals who use the service.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

Submit a North Carolina State Application with a cover letter to the Madison County Human Resources Department.

To obtain an application, visit https://www.madisoncountync.gov/employment-opportunities.html. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Drives MCTA vehicles in a safe and responsible manner, obeying all traffic laws.
- Monitors passengers in vehicles and enforces seat belt laws while vehicle is in motion.
- Inspects vehicle for operational and safety problems before starting each day's schedule and posts inspection at the end of the route.
- Maintains accurate daily reports of vehicle and trips.
- Maintains accurate odometer readings and follows proper procedures in purchasing gas or needed equipment for vehicles.
- Provides assistance to passengers entering and departing service vehicles.
- Collects and records ride fees and donations. Delivers fare revenue to the Fiscal Officer of the MCTA program.
- Maintains a clean and orderly vehicle and performs needed cleaning activities at the end of each working day.
- Answers dispatches from the MCTA office and responds to the needs of the community. Operators/drivers are to perform a daily radio check at the beginning and the end of their shift.
- Must attend and successfully complete all required MCTA training.
- Must have a working telephone in home at all times.

Education and Experience:

High school diploma or G.E.D. is preferred but not required. Previous commercial driving and/or passenger transportation experience is preferred.

Physical Requirements:

Requires corrected vision and hearing to norma range. Must be able to communicate with clients. Requires manual and finger dexterity and hand-eye coordination. Requires lifting/carrying up to 40 pounds using appropriate body mechanics and equipment, with reasonable accommodation if needed. Ability to communicate by way of the telephone and two-way radio with participants, customers, vendors and staff.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License (B, C or CDL (passenger endorsement)). Must be 21 years of age and possess a good driving record.

Salary:

$15.00 per hour. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.