



JOB ANNOUNCEMENT

Join our team as a **Transit Driver** and help provide exceptional public transportation services to our community. This position requires a strong commitment to safety, customer service, and punctuality. As a Transit Driver, you will operate transit vehicles to ensure passengers experience reliable and enjoyable travel. **Schedule:** Part-time with varying shifts. Availability to work mornings, evenings, weekends, and holidays is required.

KEY RESPONSIBILITIES

- Safely operate transit vehicles on established routes, adhering to traffic laws and safety regulations.
- Deliver excellent customer service, assisting passengers, including those with disabilities, and ensuring ADA compliance.
- Collect fares and verify passes accurately while maintaining required records.
- Monitor vehicle conditions and promptly report mechanical issues or incidents.
- Maintain a clean and orderly vehicle interior and report any vandalism or damage.
- Communicate effectively with dispatch, supervisors, and passengers regarding schedules, route changes, or emergencies.
- Respond appropriately to traffic or weather conditions to ensure passenger safety.
- Ability to safely operate a commercial motor vehicle and assist passengers with boarding, including those using wheelchairs or mobility aids.
- Strong interpersonal skills to interact respectfully and effectively with a diverse range of passengers and coworkers.
- Commitment to teamwork, punctuality, and maintaining a strong attendance record.
- Knowledge of safety and operational procedures, with a willingness to stay current on required trainings (e.g., First Aid, CPR, defensive driving).
- Physical ability to perform duties such as lifting up to 80 pounds in emergencies, securing wheelchairs, and assisting passengers with carry-on items.
- Perform additional related duties as assigned.

MINIMUM QUALIFICATIONS

- Possess and maintain a valid Missouri Driver's License, Class E, throughout employment, meet the requirements of the City of West Plains Operation of Vehicles Policy, and have the ability to obtain a valid Missouri Commercial Driver's License (CDL), Class C, with Passenger Endorsement within six (6) months of employment; OR
- Possess and maintain a valid Missouri Commercial Driver's License, Class C with passenger endorsement throughout employment and meet the requirements of the City of West Plains Operation of Vehicles Policy; AND
- High school diploma or equivalent.
- One (1) to three (3) months of related experience and/or training, or an equivalent combination of education and experience.
- Clean driving record demonstrating adherence to traffic laws and safe vehicle operation.
- Ability to pass a DOT/FTA pre-employment drug test, background check, and physical evaluation.
- Strong knowledge of local geographic service areas is a plus.

SALARY AND BENEFITS

- The part-time transit bus driver has an hourly wage of \$18.36.
- A comprehensive benefit package is not offered with this part-time position.



TO APPLY

Interested candidates should submit a resume and cover letter detailing their qualifications and relevant experience to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.