

**WABASH COUNTY PUBLIC TRANSPORTATION**  
**Operated by Living Well in Wabash County CoA, Inc.**

**DRIVER**

**JOB SUMMARY**

This position will be responsible for picking up and delivering riders at pre-arranged locations and time as scheduled and assigned by Dispatch. Drivers are responsible for safe operation of the vehicle, for obeying all traffic laws, for following agency policy and procedure, for maintaining a clean and safe vehicle and for maintaining excellent customer service. This position will require on-going training and participation in random and post-accident drug and alcohol testing.

At a minimum, drivers must:

- Be at least 25 years of age with no DUI or OWI related charges within the last 10 years.
- Be in good health and physically able to perform all duties of a driver including, but not limited to, providing passenger assistance including wheelchair securement, pushing rider in wheelchair (sometimes at an incline), raising (not lifting) or lowering riders into a seat and carrying bags or boxes for riders if they are not able.
- Be able to twist, turn, reach, kneel, and stretch in line of duty.
- Be able to step in and out of vehicle with a high step multiple times a day.
- Be able to lift 75 pounds and physically move a rider in an emergency.
- Speak and read English well enough to converse with the public, understand highway traffic and signals, respond to official questions, and able to make legible entries on reports or records.
- Be able to conduct accurate pre-trip vehicle inspections.
- Be able to drive the vehicle safely in accordance with FTA, INDOT, RTAP, Wabash County Public Transit and local policies and procedures.
- Have a bi-annual physical (Note: There is no upper age limit set by the U.S. Department of Transportation (DOT), but as drivers age, their reflexes, vision, and stamina all decline. Therefore, drivers may be required to undergo an annual physical rather than the bi-annual requirement set by the DOT); and
- Submit to physical examinations as determined necessary by INDOT or Wabash County Transit Management. in accordance with this policy.

**HOURS:** Part-time, Monday through Friday. Hours will vary.

**SKILLS:** Excellent people skills; excellent driving record, good math skills, ability to read a map or use GPS, ability to use a tablet and to follow directions; reading skills; ability to multi-task and work under pressure; confidentiality is required; the ability to work with a variety of personalities; must be able to work in confined space with odors and must be comfortable working closely with people to properly secure wheelchairs in transit vehicles.

**ATTIRE** Neat casual: clothing must fit neatly and cover cleavage and cracks.  
Shirts: no alcohol, inappropriate or political slogans on clothing, no tank tops  
Shorts: must be close to knees, cannot be gym shorts  
Pants: no Lycra, tights, sweatpants, or joggers.  
Shoes: closed-toed shoes  
Agency apparel: Agency-issued clothing cannot be worn at a bar or similar event.  
Reports to: Driver Supervisor

**Requirements:** Must pass pre-employment and all required physicals for Fitness for Duty program, pre-employment drug screen, and criminal background check.

Valid Indiana Driver's License and be able to obtain Operator for Hire endorsement.

Clean criminal history background check from state of residence if less than a year in Indiana

Complete an I-9 form.

Clean driving record for a minimum of 10 years (must provide a copy of BMV report at time of employment and annually) and no drug or alcohol related convictions at a minimum of 10 years and no convictions ever for violent crimes.

Pre-employment and all drug screens must be negative according to Zero Tolerance policy. Participation in random, reasonable suspicion, and post-accident drug and alcohol tests for accidents meeting the threshold while driving a vehicle for a job-related function or while driving a transit vehicle.

**Duties:** Responsible for safe operation of vehicle and picking up riders as assigned.  
Daily reports, involving addition.  
Completion of all paperwork  
Must follow governing, Agency and grant regulations and driver handbook.  
Must obtain and maintain all necessary licenses and training.  
Must complete accurate safety check on van each shift.  
Other duties as needed.

**Review:** 500-hour orientation period; annual review by Driver Coordinator

## HIRING PROCESS

### PHASE ONE

1. submit a completed application packet.
2. Interview with Dispatch Coordinator

### PHASE TWO

3. Ride along with a driver to observe
4. Meet with CEO

### PHASE THREE

5. Obtain BMV record check—give to Dispatch Coordinator
6. Obtain and maintain Operator for Hire Endorsement issued by the State of

Indiana.

7. Submit to a criminal background check.
8. Pass a Fitness for Duty physical (including a drug and alcohol test).

### FINAL PHASE

Any offer to hire is contingent on meeting all requirements, including screening as described in phase 3.

Edited May 2025