



Tri-CAP's Transit Connection provides safe, dependable, affordable and courteous transportation services for the general public in rural Benton, Mille Lacs, Morrison, Sherburne, and Stearns Counties.

## **Lead Driver – Elk River**

We are looking for a compassionate, enthusiastic, and dependable leader to assist us in fulfilling Lead Driver duties in our Elk River location in a full-time position.

Primary responsibilities of this position will include:

- \*Supervision of Drivers- Assign duties, schedule routes, evaluate performance, coach, and conduct necessary corrective action.
- \*Assist in hiring, training and orientation of staff.
- \*Approve time off requests, verify accuracy of timesheets and ensure proper staffing and scheduling and the efficient operations of the department to meet customer needs.
- \*Fulfill regular Bus Driver duties on scheduled routes.
- \*Communicate with Dispatch and Drivers using tablets, two-way radios.
- \*Understand, model and enforce all agency and department policies and procedures.
- \*Supervise completion of daily, weekly and annual bus inspections, maintenance and repair.
- \*Supervise bus storage facility, grounds and related equipment cleaning, maintenance and repair.

***Starting wage is \$17.74 per hour and includes comprehensive benefits package***

## **Qualifications:**

- \*CDL with a passenger endorsement, MNDOT medical exam card
- \*DMV and criminal background check
- \*Pre-employment drug screening, as well as random testing protocol
- \*Excellent customer service and communication skills
- \*Proficient with computers, navigation technology
- \*Must be available for scheduling Monday-Saturday
- \*Two year degree and three years of experience as a bus driver, or five years bus driving experience.
- \*Proficient in Microsoft Office programs, navigation software, tablets, etc.
- \*Basic supervisory skills desired.

## **To apply:**

For application materials, visit our website: [www.tricap.org](http://www.tricap.org) or email us at [hr@tricap.org](mailto:hr@tricap.org), or you can visit our office for an application. Application deadline is Wednesday, December 26, 2018.

*The mission of Tri-CAP is to expand opportunities for the economic and social well-being of our residents and the development of our communities.*

