



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 – Milaca

We are looking for a compassionate, enthusiastic, and dependable leader to assist us in fulfilling Lead Driver duties in our Milaca 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 or email us at 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.

