

FAYETTE COUNTY

SMALL Bus TRANSIT VEHICLE OPERATOR

Position Description

Non-Exempt

PART TIME

OVERALL OBJECTIVE OF JOB

To provide transportation as needed to Human Service Agency clients and to the general public and to maintain the upkeep of small transit vehicles.

ESSENTIAL FUNCTIONS OF JOB

1. Transports passengers in County vehicles and abides by driving techniques.
2. Follows direct transportation routes according to transit system plans for designated destinations and provides door to door assistance as needed and remitted as required.
3. Interacts with passengers.
4. Ensures that fares or fees are collected.
5. Observes all traffic laws.
6. Maintains requisite logs and daily record sheets.
7. Maintains order and discipline in the vehicles.
8. Operates radio communication in a professional manner.
9. Performs pre-and-post trip inspections and routine maintenance on vehicles. Assures safe operation of vehicles; takes vehicles to garage for repairs and/or inspections.
10. Assists with lifting items in/out of vehicle.

OTHER DUTIES OF THE JOB

1. Attends meetings, training and/or inservices as required.
2. Performs other job related duties as required.

SUPERVISION RECEIVED

Receives daily instruction and supervision from Operations Manager in regard to daily work duties.

SUPERVISION GIVEN

None.

WORKING CONDITIONS

1. Works indoors in adequate work space with adequate temperatures, ventilation and lighting.
2. Works with average indoor exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Periodically works beyond normal work hours or works on-call or on an as-needed basis.
5. Works in conditions of potential outbursts of disruptive behavior of clients.
6. Drives frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.

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PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit and drive for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Light work, with occasional lifting/carrying of objects with weights of thirty to forty pounds.
5. Must demonstrate emotional stability.
6. Must be able to move frequently throughout the work day.
7. Must be able to pay close attention to driving requirements and concentrate on roads and conditions.
8. Must have physical ability to lift wheelchairs and other equipment in/out of van.

QUALIFICATIONS

A. EDUCATION/TRAINING

High school diploma or equivalent, plus valid Pennsylvania Commercial Driver's License (CDL) with Passenger endorsement.

B. WORK EXPERIENCE

1-2 years transit operator experience and satisfactory driving record.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
3. Must possess ability to maintain confidentiality in regard to client information and records.
4. Must possess a valid Pennsylvania Commercial Driver's License.
5. Demonstrate basic vehicle control and have knowledge of Pennsylvania driving rules and regulations.
6. Must possess tolerance to noise and distractions while driving.
7. Must have ability to make general repairs to vehicle and to maintain upkeep of vehicle.
8. Must possess some knowledge of the geography of the area serviced.
9. Must possess ability to assist in training new drivers if needed.
10. Must possess ability to maintain accurate records, logs and adhere to policies and procedures of department.

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF VAN OPERATOR AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.