

# Transportation Driver

Date Posted:	April 11, 2018
Department:	Transit
Compensation:	\$15.20 per hour
Hours	Part Time
Deadline:	Thursday, April 26, 2018 at 4:30pm

## **Job Summary:**

The primary responsibility of the County Transportation Driver position is the operation of passenger vans in order to transport county residents for various needs including medical appointments and shopping. An employee in this position drives a large van or other county vehicle to convey passengers and their purchases. Although vehicle operation is a major portion of daily work assignments, the employee may also be responsible for performing minor preventive maintenance and emergency repairs. County Transportation Drivers are responsible to provide all transportation assignments from the Dispatch office; to provide on-time, reliable service in the safest, most efficient manner possible and according to policies and procedures.

## **Essential Functions:**

### **92% Driving Duties**

- Chauffeurs clients to and from various locations
- Physically assists handicapped or elderly clients
- Makes minor emergency adjustments and repairs on the road
- Coordinates routine maintenance and services such as tire and oil changes, lubrication, and general washing and cleaning of vehicle with the Transit Department Operations Supervisor
- Performs daily pre- and post-trip inspections on vehicles. Maintains various logs, checklists, etc.
- Maintains fueling and cleaning of transportation vehicles and reports problems to Transit Department Operations Supervisor
- Picks up and delivers supplies, packages and other items as required
- Collects trip fares, issues receipts and turns in monies to Kanabec County – Transit Department Account Clerk
- Performs general office work as required. Operates general office equipment as necessary

### **8% Other**

1. Responsible for cleanliness of vans and shop area.
2. May at times need to determine eligibility for some programs
3. Ensure data privacy practices are followed
4. Other duties as assigned

## **Knowledge, Skills and Abilities desired**

- Thorough knowledge of state and local laws governing operation of motor vehicles
- Ability to operate large vans in all weather conditions

- Ability to make emergency vehicle repairs and adjustments
- Ability to deal with people. Must be adaptable to performing under stress when confronted with an emergency or tight deadline
- Must be able to communicate effectively and efficiently with clients/passengers, co-workers and the general public
- Ability to add and subtract totals, to multiply and divide, to determine percentages decimals, to determine time
- Must be physically able to drive and operate a vehicle and passenger van
- Must be able to drive for extended periods of time and assist passengers in and out of vehicle
- Must be able to lift/carry weights of up to fifty pounds

**Minimum Qualifications:**

- High School graduate or equivalent
- Class D driver's license
- Clean driving record

This is a Safety Sensitive Position. BCA background check and a pre-employment drug screening are required prior to performing duties. As a condition of continuing employment the Transit Driver is subject to random selections for drug and alcohol testing.

**Physical Demand:**

1. Excellent sensory skills are important (sight, hearing and speech) as well as ability to operate a motor vehicle and ride for long periods of time is required.
2. Lifting and carrying of up to 50 pounds up to 1/3 of the time. On rare events, the person may need to lift and move clients. Reaching and bending are required.
3. Continuous need for verbal conversation and hearing normal conversation; frequent need for written communication ability.
4. Continuous need to see with near acuity, far acuity, full field of vision, with depth perception and distinguishing colors.
5. Occasional exposure to temperature changes and humidity as encountered by going indoors and outdoors.

**Benefits:**

This position will receive the following benefits:

- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

**Salary**

\$15.20 per hour. (Range 5, non-union position)

**Pension**

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.