

TITLE: Driver

TR/6

DEPARTMENT: Transportation, Rutherford County

JOB SUMMARY: This position is responsible for operating a multi-passenger vehicle requiring a commercial driver's license to transport local residents for medical, social, economical and educational needs.

MAJOR DUTIES:

- o Operates a multi-passenger vehicle requiring a commercial driver's license to transport local residents.
- o Operates safety equipment, including hydraulic lifts, wheelchairs, and mobility security devices to ensure passenger safety and well-being; assists passengers on and off vehicles.
- o Operates open-air radios while protecting client confidentiality.
- o Maintains daily vehicle inspection reports.
- o Contacts emergency services providers when medical issues arise.
- o Collects passenger fees; documents receipts and forwards for deposit.
- o Picks up and transports various items, including lab specimens, mail, payroll, and important documents.
- o Performs light office duties: performs data entry tasks, prepares justification of manifests and answers telephones.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the geography and road system of the county.
- o Knowledge of relevant state and federal laws and regulations governing rural transit systems.
- o Knowledge of vehicle fleet maintenance procedures.
- o Knowledge of drug and alcohol testing procedures for federal, state, and local governments.

- o Knowledge of county and department policies, procedures, and programs.
- o Skill in defensive driving techniques.
- o Skill in operating multi-passenger vehicles, hydraulic lift equipment, and mobility equipment for handicapped passengers.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Transportation Director assigns work in terms of somewhat general instructions. The supervisor spot-checks work upon completion for compliance with instructions and established procedures, accuracy, and the nature and priority of the final results.

GUIDELINES: Guidelines include county and department policies and procedures, county ordinances, and applicable state and federal laws and regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in providing county-wide transit services. The need to operate vehicles in inclement road and weather conditions contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide transit services to county residents. Successful performance in this position ensures safe and efficient transportation service to the citizens of Rutherford County.

PERSONAL CONTACTS: Contacts are typically with other county employees, local government personnel, medical facility personnel, non-profit agency representatives, state and federal government agency representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in a vehicle and outdoors where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather. The work may require the use of protective devices such as gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write, and perform basic mathematical calculations.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.