

## **I. DRIVER: Part time, safety sensitive non-exempt position**

### **1. GENERAL STATEMENT OF DUTIES:**

Operation of a van or car serving the general public in the Cleveland County area. Performs related work as required. Work is performed under regular supervision of the Operations Manager.

### **2. DESCRIPTION OF WORK/DISTINGUISHING FEATURES OF THE POSITION**

- a. Operates van or car for the purpose of transporting clients to a pre-determined destination and back home as dispatched;
- b. Assists participants on and off vehicles;
- c. Takes passengers to doctors, on business or shopping trips, outings and points of interest, as dispatched;
- d. Delivers meals to program participants;
- e. Maintains accurate trip records as established by policy and procedures and turns in to the Finance and Administrative Manager daily.
- f. Ensures assigned vehicles are properly fueled and maintained by performing required daily checks as outlined in the Drivers Manual, as required;
- g. Accurately completes all required records/reports in a timely manner;
- h. Performs related tasks, as required;

### **3. KNOWLEDGE, ABILITIES AND SKILLS**

- a. General knowledge of the principles and practices of operating and servicing vehicles;
- b. Thorough knowledge of the traffic laws and regulations governing bus, van and car operation;
- c. Skill and care in the operation of the equipment;
- d. Ability to understand and follow oral and written directions;
- e. Ability to make minor repairs and adjustment to equipment;
- f. Dependable;
- g. Understanding the basic needs of the elderly, handicapped and other transportation disadvantaged individuals;
- h. Ability to communicate effectively with human service agency clients, agency personnel, TACC staff and other drivers, as well as, the general public.

### **4. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- a. Any combination of education and experience that assures competence in completing related task as assigned;
- b. Some experience in the operation of motorized equipment.

## 5. SPECIAL QUALIFICATIONS/REQUIREMENTS

- a. Possession of a valid North Carolina Class C driver's license with no moving traffic violation within the past 3 years prior to date of application.
- b. Successfully pass Defensive Driving Course .
- c. General knowledge of city/county streets and roads.
- d. Required to maintain a valid telephone number at all times and inform TACC of any number change.
- e. Willingness to submit to alcohol and drug screening per TACC policy.
- f. Successfully pass a DOT physical prior to employment.
- g. Ability to operate lift-equipped vehicle and to transport physically challenged passengers using various mobility devices.