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.