

GATEWAY COMMUNITY ACTION JOB DESCRIPTION

Job Title: Transportation Driver

Classification: Non-exempt

Reports to: Transportation Program Director

Date: Revised April 2017

Summary/Objective

The Transportation Driver, performs general public transportation activities such as: driving an up-to 24 passenger handicapped assessable vehicle.

Essential Functions

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Performs pre and post trip inspections
- Drives assigned vehicle in professional, safe and responsible manner, picks up/transport/returns public passengers as per schedule provided by Dispatcher, assists passengers as needed in boarding and de-boarding vehicle (operates and inspects chairlift as necessary).
- Collects and secures fares and remits to designated staff, develops and maintains various records relative to vehicle condition and readiness,
- Assist the Dispatcher in planning the most expeditious routes for timely transportation of members of the public.
- Attends all training, lectures and classes on transportation techniques equipment use, regulations and maintenance and safety measures as required Federal and State Departments of Transportation, Gateway Policies and Procedures and or supervisors.
- Prepares and submits any reports, time sheets and invoices in a timely manner.
- Maintains a clean, neat and safe work area and vehicle at all times.
- Perform vehicle inspections, cleanup and minor maintenance, documents mileage and trip information and transfer records to designated staff and performs other assigned duties including occasional light housekeeping and building maintenance and courier services.
- Observes and reports any known problems with equipment, vehicle or other safety issues.
- Use personal protective safety equipment as required.
- Provide support to Director, Dispatcher and other Drivers as required.
- Maintain all required licenses and certificates.

Competencies

1. Attention to Detail
2. Diversity & Inclusion
3. Ethics & Integrity
4. Organizational Understanding
5. Planning & Organizing/Time Management
6. Professionalism
7. Reliability
8. Safety/Risk Management

Supervisory Responsibility

This position has no supervisory responsibilities but requires guidance, oversight and support to ensure policies of the Kentucky Transportation Cabinet are followed.

Work Environment

Both inside and outside work environment required. Exposure to heat, dampness, dust, dirt, fumes, airborne particles are all possibilities.

Physical Demands

Moderate physical effort is required. Regularly required to stand, walk, sit and carry objects occasionally weighing up to 75 pounds.

Position Type/Expected Hours of Work

Position may be part-time or full-time dependent upon routes and scheduling.

Travel

Travel is primarily local during the business day, although some out-of-area may be expected.

Required Education and Experience

High School Diploma or GED

Preferred Education and Experience

Previous experience with driving a school bus or other public transportation is a plus.

Additional Eligibility Qualifications

A valid KY Driver’s License as well as a clean driving record and criminal background check is required. Gateway Community Action is a drug free workplace and a clean pre-employment drug test is required as well as ongoing random drug testing. Must be willing to attend all trainings as required by the Kentucky Transportation Cabinet, Office of Transportation Delivery and/or Gateway Community Action. Must maintain CPR/First Aid certification.

AAP/EEO Statement

Gateway Community Action provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Executive Director: _____ Date: _____

HR/EEO Director: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Approved by Board of Directors on: _____