

Upper Cumberland Human Resource Agency

Job Description

Transit Operator

Classification: Non-Exempt
Department: Transportation
Reports to: County Coordinator and/or Mobility Management Specialist
Salary Grade: HR4 - \$9.00 - per hour. Part-Time *(Salary maybe less than minimum amount listed dependent upon financial restraints of the agency.)*
Job Group: 8
Census Code: 9120
2010 SOC Code: 53-3020
Employment: At Will

POSITION SUMMARY

Transport persons in rural areas of the Upper Cumberland Region to and from designated locations in a safe, timely and courteous manner.

MAJOR DUTIES AND RESPONSIBILITIES

Driving:

- Receives instruction and route assignments from management.
- Ensure safe pick-up and delivery of clients to and from destinations.
- Provide daily vehicle safety inspections.
- Ability to collect fares
- Ability to use the Ranger equipment correctly and in a timely manner.
- Observe all traffic and safety regulations including those related to public transportation to ensure safe delivery of transportation services.
- At no point are drivers allowed to use hand held cell phones while the vehicle is in motion; this includes talking and texting.
- Drivers are not permitted to use any device such as MP3s and IPODs that hinder the ability to hear clients and the communication radio.
- Assist in loading wheel chair clients, wheel chair positioning in the vehicle to ensure the passenger and wheel chair are secured properly in accordance with Agency policy and procedure.
- Drivers must assist all persons while loading and unloading the vehicle (i.e. Individuals of varying weights, disabilities, and mobility etc.)
- Reassure passengers by working in a safe, confident and efficient manner.
- Assist passengers as required by Agency policy and procedure

Vehicle:

- Perform pre and post trip inspections on each shift or vehicle exchange.
- Document mileage at beginning and ending of all shifts
- Daily vehicle maintenance regarding the interior and exterior

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- Assess any vehicle problems and report them immediately to the maintenance supervisor. (i.e. brakes, tires, ranger problems etc
- Maintain van interior and exterior cleanliness

Additional Duties:

- Operate two-way radio and in a professional manner.
- Attend and successfully complete training in accordance with Agency policy and procedure.
- Maintain confidentiality of all client data and services, includes HIPAA regulations, which is not considered public information.
- Other related duties as assigned.

Essential Job Functions:

- Must be able to sit for prolonged time periods.
- Must be physically fit in accordance to DOT requirements.
- Must be mentally fit in accordance to DOT requirements.
- Must be able to push wheel chair clients.
- Must be able to lift/carry between 40 to 50 pounds occasionally.
- Must be able to bend and stoop repetitively.
- Must be able to climb.
- Must be able to speak, comprehend, operate vehicle.
- Required to successfully complete the DOT physical and mental screening by the applicant/employee medical physician (M.D.) of choice and includes but not limited to:
 1. Distant visual acuity of at least 20/40 (Snellen) in each eye with or without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.
 2. If the screenings are performed by the UCHRA approved physician, the agency will assume all costs related to the screening. However, if the employee selects their own physician, they are responsible for payment.

SKILLS/QUALIFICATIONS/ESSENTIAL FUNCTIONS:

- Obtain and maintain at a minimum Class "D" Tennessee drivers license with an "F" Endorsement.
- Must have an acceptable UCHRA driving record history.
- Driving history to be reviewed annually and qualified to drive based upon UCHRA Transportation Department Discipline Written Policy.
- Must be insurable under the Agency's insurance policy.
- Effective communication both oral and written.
- Must be courteous, dependable and able to relate to individuals of all cultural backgrounds, ages and individuals with disabilities.
- Customer service is a primary focus.
- The position requires a negative pre-employment drug test after the job offer by Agency personnel, random drug testing, reasonable drug suspicion/post accident, and return to duty drug and alcohol testing. Follow up

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drug testing after returning to duty will also be performed. All are required by the Agency's approved FTA Drug and Alcohol Testing Policy.

Americans with Disability (ADA) Act Statement:

The Upper Cumberland Human Resource Agency shall adhere with the ADA. The successful candidate must be able to perform the position's essential job functions with or without reasonable accommodation.

The physical demands given in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made that allow individuals with disabilities to perform the essential job functions.

To be considered eligible for consideration of accommodations, employees must request an accommodation and present a doctors statement to management stating their physical limitations. This statement will be evaluated to determine if/what reasonable accommodations can be made to allow the individual to perform the essential job functions. If the employee's medical/physical limitations prevent the employee from performing all essential job functions (i.e., lifting, bending, loading wheelchairs, etc.) the employee is not qualified to remain in the position of Transit Operator.

Revised March 2011

Americans with Disability Specifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up **to 25** pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

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Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Please sign and detach the form below.

I, _____, hereby acknowledge that I have received a copy of the UCHRA Transit Operator job description. I understand the job requirements therein and agree to carry out the assigned duties in accordance with UCHRA and ADA guidelines.

Signature

Date

(Americans with Disabilities Act) ADA Statement:

The successful candidate must be able to perform the position's essential job functions with or without reasonable Accommodation.