



JOB DESCRIPTION

Title: Transportation Driver		Department: Parks & Recreation	
Number: 2.001.1.811		Division: Senior Services	
Status: Non-Exempt	Effective: 06/01/2020	Revised:	

GENERAL STATEMENT OF DUTIES

Under the direction of the Senior Services Supervisor, this part-time position works as part of the Northville Parks and Recreation Senior Services Team. Drivers provide daily curb-to-curb transportation services to local destinations and may drive buses for area day trips. The vehicles used vary in size from vans to 24 passenger buses.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Senior Services Supervisor.

RESPONSIBILITIES AND ESSENTIAL DUTIES & FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Drives department vehicles, transporting residents to various local destinations. Daily curb-to-curb service includes pickups and drop-offs.
2. Responsible for securing rider's wheelchairs in the vehicles.
3. Transports small groups on area day trips. Serves as chaperone for the program participants. Works with the Transportation Coordinator on route planning and destination details.
4. Maintains records, compiles data on daily log sheets, and completes maintenance and incident reports as needed. Performs daily safety checks on the vehicles. Communicates any vehicle maintenance issues and accident or passenger incidents to Senior Services Supervisor.
5. Provides excellent customer service to riders, ensuring the highest standards are maintained within the transportation program operations. Explains and enforces transportation policies. Communicates citizen inquiries, questions, suggestions, or complaints regarding transportation program procedures and policies to Senior Services Supervisor.
6. Collects ridership fares and distributes transportation punch cards.
7. Performs routine cleaning and sanitizing of vehicles. Fuels vehicles as needed.
8. Distributes departmental marketing material to local drop-off sites.

9. Attends in-service training sessions/meetings as required.
10. Performs related work and assists the Senior Services Supervisor and/or Transportation Coordinator as requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

1. Minimum of a high school diploma or GED.
2. Possession of a valid Michigan Driver's/Chauffeur's License with a Commercial Driver's License (CDL) preferred.
3. Knowledge of applicable local, state, and federal traffic laws, rules, and regulations.
4. Knowledge of local area desirable. Ability to learn safety issues/precautions related to the provision of transportation services.
5. Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with staff and program participants.
6. Ability to maintain accurate records and complete records.
7. Ability to communicate effectively and present ideas orally and in writing.
8. Must successfully pass pre-employment Department of Transportation (DOT) physical and drug screen, and maintain throughout employment.
9. Must successfully pass random drug and alcohol testing.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and view written documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day, the employee is required to sit, stand

and/or walk. The employee frequently is required to be mobile in a vehicle and outdoors, and use manual dexterity to handle, grab, and manipulate controls. The employee must occasionally lift and/or move up to 50 pounds. The employee may occasionally be required to transport and lift equipment and supplies of light to moderate weight.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and must travel to other locations. The noise level in the work environment can range from quiet to loud.