

Job Description

POSITION TITLE: Delmarva Community Transit NON CDL Driver

Reports to: Transit Manager

Regular, Full-time position; non-exempt -Hourly

Regular, Part-time position; non-exempt -Hourly

Summary:

The incumbent conveys transportation clients for all department purposes in vehicles of varying size, always mindful of safety considerations and the welfare of all passengers. Work involves picking up citizens according to instructions and established schedule, transporting them to and from specified destinations and assisting them in boarding and exiting vehicle. Ability to drive in the Delmarva Community Transit Service Area.

Essential Duties and Responsibilities:

- Maintain an acceptable driving record.
- Communicate in English language by two-way radio and in person.
- Understand and follow written and oral instructions.
- Aid passengers in boarding and exiting vehicles, such as offering an arm for them and maneuvering passengers in wheelchairs over curbs.
- Learn to operate and to regularly use a mechanical wheelchair lift.
- Bend or stoop repeatedly or continually over time, such as tying down wheelchairs and operating lift.
- Work in a variety of weather conditions with exposure to the elements.
- Pass the DOT physical
- Accurately record times, destinations, and passenger count.
- Demonstrate continuous effort to improve operations and work cooperatively to provide quality safe customer service.
- Other duties as assigned by supervisor.

Education, Experience, Licensing, and Other Position Requirements:

High School diploma or GED

No major driving violations for past three (3) years.

Must maintain valid driver's license with no more than 4 points.

Must maintain a valid DOT Medical Card.

Completes and maintains all Angcy required State mandated trainings such as passenger assistance, etc.

6+ months social service and/or life experience with individuals with intellectual or developmental disabilities (preferred)

Proficient computer skills (preferred)

Outstanding organizational and people skills

At least 21 years of age with 2 years driving experience.

Pre-Employment Reference Checks from prior employers

Pass State/Federal background check.

Negative results on pre-employment and random/alcohol drug tests.

Must maintain valid driver's license with no more than 4 points.

Employee must be able to receive, understand, and communicate verbal and written instruction and communicate in the English language.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to other's views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff needs; Solicits feedback to improve service; Responds to requests for service and assistance.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Communicates clearly and cogently with clients and staff; Reads and comprehends written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS REQUIRED TO SUCCESSFULLY PERFORM THE ESSENTIAL JOB DUTIES:

The environmental factors described here are representative of those that may be present in the workplace while the employee performs the essential functions of this job. While performing the duties of this job, the employee is required to:

- Stand; walk; use hands to finger, handle, grasp or feel -**frequently**
- Reach with hands and arms; push and pull up to 50 pounds -**frequently**
- Talk, hear and smell -**frequently**
- Stoop, kneel, or crouch -**frequently**
- Sitting and/or standing. -**frequently**
- Lift and/or move up to 50 pounds. -**frequently**
- Utilize close vision, distance vision, color vision and ability to adjust focus.- **frequently**
- Employee will be exposed to odors, dust, fumes, and noise. -**frequently**
- Employee will be exposed to outside environmental conditions. -**frequently**

- Climb stairs. -**frequently or occasionally**
- Travel. -**as required**

Employee Name

Employee Signature

Date

Revised 6/2021