

DODGE COUNTY JOB DESCRIPTION

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| JOB TITLE: | Transportation Driver | FLSA STATUS: | Non Exempt |
| DEPARTMENT: | Human Services & Health-ADRC/Aging Services | REPORTS TO: | Human Services Supervisor-ADRC/Aging Services |
| LOCATION: | Administration Building | DATE: | January 13, 1998 |
| LABOR GRADE: | Non-Classified Non-represented | REVISED: | 3/21/13 |

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services provides transportation services to qualified residents of Dodge County, using County owned vehicles.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates/drives county owned vehicles in an effective and safe manner, obeying all traffic laws, obeying all policies and procedures of the Department, and practicing defensive driving techniques.
2. Reviews the daily trip schedules to ensure the most time efficient and direct route from destination to destination.
3. Reports any discrepancies or suspected errors to the transportation clerk.
4. Performs pre-trip and post-trip safety and maintenance checks, reporting any problems or malfunctions of equipment to supervisor.
5. Fills gas tank at the end of each day.
6. Cleans vehicle at the end of the shift and washes the vehicle as necessary.
7. Operates the wheelchair lift in a safe manner according to the operations manual.
8. Provides assistance to passengers who are entering or exiting vehicles.
9. Maintains daily trip sheets of riders, logging in mileage and/or changes in trips as scheduled.
10. Assists in the training and orientation of authorized people to operate county vehicles.
11. Attend and successfully complete initial and on-going trainings as required.
12. Uses 2-way radio communication system appropriately.
13. Attend meetings as required.
14. Regular attendance and punctuality required.
15. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic First Aid skills or certificate.
- Ability to solve problems in regard to operation of vehicles and rider welfare.
- Ability to organize time and carry out daily schedule of rides in the most cost effective and timely manner.
- Ability to work with a minimum of supervision.
- Ability to understand and carry out verbal and written instructions.
- Ability to maintain program and passenger confidentiality.
- Ability to communicate effectively with clients, staff, and agencies.
- Ability to work with clients served by transportation services.
- Ability to maintain equipment in good working condition, using preventive maintenance practices in the use and care of all county vehicles.
- Must meet requirements of Dodge County Driver Qualification Policy and possess a valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent with some related experience. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Must drive in all weather conditions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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| ACKNOWLEDGEMENTS | FOR HUMAN RESOURCE USE |
| EMPLOYEE SIGNATURE: | ANALYST(S): |
| DATE: | DATE: |
| SUPERVISOR SIGNATURE: | |
| DATE: | |

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).