

Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: *Public & Senior Transportation Driver*

WORKSITE: *Corporate Office*

RESPONSIBLE TO: *Assistant Transportation Director*

CLASSIFICATION: *IV (non-exempt)*

Wage Range: \$9.16/hour to \$12.75/hour

*Annualized Wage: Full-Time: \$19,052/year to \$26,520/year
(20hr/wk ave) Part-Time: \$9,526/year to \$13,260/year*

RESPONSIBILITIES:

The Public and Senior Transportation Driver is an entry level position and is responsible for the daily transportation service to all individuals, including person with disabilities, in a safe and timely manner. The general operation of the transit vehicles assigned to him/her on a daily basis.

Duties include but are not necessarily limited to the following

1. Complete all training as required.
2. Complies with all routing and scheduling directives
3. Provide a safe, friendly and comfortable environment for all customers.
4. Assist customers who require special assistance and person with disabilities as required, including the securement of mobility aids and physically evacuates customers in emergency situation
5. Ensure that all general fares and donations are documented, collected and deposited into lockboxes immediately
6. Submit lockboxes to Fiscal Department or Transit Director upon completion of daily route.
7. Perform vehicle Pre and Post inspections and store written inspections in the vehicle log book.
8. Document and report any vehicle problems to the Transportation Director.
9. Attend all required meetings and trainings
10. Maintains all required customer and vehicle records
12. Maintains cleanliness and appearance of vehicle, both inside and out.
13. Submits all daily reports in a timely manner
14. Operates other related equipment, which includes but not limited to wheelchair lifts, ramps, 2-way radios, cell phones and computers
15. Other duties as assigned.

Key Performance Indicators	Measure	What does good look like?
Accurate Driver Manifest	Weekly comparison of driver's manifest to master	90% of driver's weekly manifest is error free
Accuracy of mileage calculations	# of monthly entries per driver	90% calculated and logged
Cleanliness of vehicles	Monthly inspection – random	Pass Vehicle Checklist

QUALIFICATIONS:

1. Must be 21 years of age or older.
2. Must have valid Illinois driver's license
3. Must obtain a J06 classification and willingness to obtain a CDL License if required
4. Must obtain a IDOT Medical Examiner's Certificate
5. Knowledgeable of geographic service area.
6. Complete all driver training, including first-aid and CPR courses within 6 months of employment.
7. General computer skills (Microsoft applications, web-based applications, email).
8. Must be capable of responding to emergency conditions of both passengers and vehicle.
9. Must have physical ability to assist customers (including those in wheel chairs) in and out of transportation vehicles.

Public Transportation Driver

Date