

**MAJOR FUNCTION**

This is skilled work learning the safe and efficient operation of radio-dispatched specialized wheelchair-accessible passenger vehicles to transport elderly, physically and visually impaired citizens. Employee is expected to learn and demonstrate proficiency in operating on a demand response schedule as directed by the dispatcher or supervisor. Employees in this class will learn and demonstrate proficiency in the observance of all traffic laws, rules, and regulations and are expected to exercise independent judgment, initiative, and interpersonal skills required to ensure efficient service to the patrons utilizing our services. Employee is expected to report to work on time as scheduled and demonstrate proficiency in all classroom and on-the-job training while under the supervision of the designated supervisor. After instruction, the employee will be expected to carry out all routine duties as performed by a Transit Operator, exemplifying the safe operation of a transit bus.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Attend Transit Operator training to accrue knowledge in providing door-to-door transport service for physically disabled, visually impaired, or elderly citizens. Learn fare collection policy, vehicle operations including wheelchairs accessible vehicles, and assisting patrons in boarding and alighting. Practice the operating principles offered in driver sensitivity training, maintaining an accurate schedule based on a driver's manifest, radio communication to ensure adherence to schedule and/or changes in pickup order. Proper Inspection of vehicles for all safety and equipment defects before leaving on assignment. Report accidents immediately. Perform related work as required.

**Other Important Duties**

Assist passenger embarking. Knowledge of the Americans with Disability Act (ADA), all Florida traffic laws, and FDOT regulations to operate a transit vehicle.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities, and Skills**

Knowledge of traffic laws, ordinances, rules, and driving courtesies. Knowledge of the Tallahassee street system. Ability to deal with many types of people, especially the elderly, mentally, and physically disabled. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to follow oral and written instructions. Ability to complete sensitivity training and to understand the operation of wheelchair-accessible passenger van training requirements. Ability to report to work and adhere to scheduled routes.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at the time of appointment.

Note: Operational needs may warrant exceptions to experience.

Established: 3-18-20

Revised: 4-22-24