

**MAJOR FUNCTION**

This is skilled work in the safe and efficient operation of radio-dispatched specialized wheelchair-accessible passenger vans to transport elderly, physically, and sight-impaired citizens. Work includes traveling on a flexible schedule as directed by the dispatcher or supervisor. Incumbents are required to observe all traffic laws, rules, and regulations. The incumbent is expected to exercise independent judgment, initiative, and courtesy to ensure efficient service to the public. Employee is expected to report to work on time, as scheduled. Work is performed under the supervision of the Transit Operations Supervisor and is reviewed through inspections and the frequency and nature of complaints from the general public, adherence to schedules, accident free and results obtained.

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

Provide door-to-door transport services for physically and sight impaired or elderly citizens. May collect designated fares from passengers. Operate van safely and efficiently as assigned and scheduled. Operate vans equipped with wheelchair-loading lifts. Assist in boarding and alighting. Practice the operating principles offered in driver sensitivity training. Maintain an accurate schedule based on a driver's log. Provide accurate radio communications to ensure adherence to schedule and/or changes in pickup order. Inspect vans for all safety and handicap equipment; mechanical items; and fuel, water, and oil levels before leaving on assignment. Adhere to all traffic laws, departmental rules, and regulations, and driving courtesies. Maintain operator records and logs required to support the system database which includes but is not limited to mileage, fuel consumption, lubrication, passenger counts, fares, surveys, and other operating data as may be required. Report accidents immediately. Perform related work as required.

**Other Important Duties**

Assist passenger embarking. Knowledge of the American 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. Considerable knowledge of the Tallahassee street system. Knowledge of the operation and maintenance of wheelchair-accessible passenger vans. 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 successfully complete sensitivity training and to understand the operation of wheelchair-accessible passenger van training requirements. Ability to report to work and adhere to projected schedules. Good physical condition to assist the physically impaired. Ability to secure a CDL.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and 6 weeks training in operating a passenger vehicle;

Note: Operational needs may warrant exceptions to experience.

**Necessary Special Requirements**

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

Established: 10-08-16

Revised: 04-22-24