

## **BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**TRANSIT DRIVER**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to drive/operate a van or other vehicle to transport passengers between various locations and to perform general office/clerical tasks.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Operates a van or other motor vehicle to transport handicapped persons or other passengers to various locations, such as medical facilities, shopping facilities, county agencies, or other destinations; picks up passengers from scheduled locations.

Organizes daily trip routes and schedules to pick up or drop off passengers.

Promotes positive customer relations and passenger comfort during trips; greets and converses with passengers; responds to questions and requests for assistance; provides information related to van routes, schedules, destinations, local directions, or other information.

Assists disabled/elderly passengers or other passengers requiring assistance into or out of vehicle; operates motorized wheelchair lift; secures wheelchairs during transport.

Monitors safety, welfare, and behavior of passengers on van; ensures use of seatbelts; follows established safety procedures and traffic laws; performs driving functions safely in various weather conditions; monitors traffic conditions surrounding van to identify obstructions, pedestrians, or unsafe traffic conditions; reports any incidents, accidents, problems, or unusual situations.

Conducts pre-trip inspections of vehicles to verify safety and proper operations or to identify potential problems; reports faulty equipment or operational problems.

Operates a variety of equipment and tools associated with department activities, which may include a passenger van, wheelchair lift, fire extinguisher, postage machine, two-way radio, or cleaning supplies.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking fluid levels, cleaning/sanitizing interior of vans, washing/cleaning exterior of vans, washing/cleaning equipment, or cleaning storage/work areas; monitors operations to maintain efficiency and safety and reports faulty equipment; schedules/coordinates periodic maintenance work.

Maintains records of trips, mileage, passengers, vehicle maintenance, and other activities; submits reports to State as required.

Prepares or completes various forms, reports, correspondence, trip logs/reports, vehicle maintenance reports, timesheets, or other documents.

Receives various forms, reports, correspondence, vehicle maintenance reports, routes/schedules, maps, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Assists with operations of the Senior Center as instructed by the Senior Center Director.

Communicates via telephone and/or two-way radio; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, passengers, the public, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of traffic laws, safety regulations, and other applicable laws, policies, procedures, and regulations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 6 months previous experience and/or training involving van/bus driving, vehicle operation, or passenger transportation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, bright/dim light, toxic agents, violence, disease, or pathogenic substances.

Banks County, Georgia, 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.