

TRI-COUNTY COMMUNITY COUNCIL, INC.
302 North Oklahoma Street; P. O. Box 1210
Bonifay, FL 32425

JOB ANNOUNCEMENT

September 02, 2010

DRIVERS WANTED - Tri-County Community Council, Inc., is accepting applications for the Holmes County Transportation Program. **Great Benefit Package.**

REQUIREMENTS: Must be 23 years of age and have an Operators Driver's License with at least 5 years driving experience without violations. Must agree to annual physical and background screening.

DUTIES: Transport riders to a pre-determined schedule. Use two-way radio. Must be able to secure wheelchairs (will train); be a team player assisting other drivers when needed; enjoy working with elderly, disabled and other riders.

Applications may be obtained at any of the Tri-County Community Council, Inc., offices or on the agency website www.tricountycommunitycouncil.com and submitted by Monday, Sept 13 at 4:30 p.m. For information call LeaAnn, Personnel Tech at (850) 547-3689.

Successful applicant will be subject to pre-employment drug test.

Only qualified applicants will be considered.

EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE
WORKPLACE.

-End-

PLEASE RUN IN PAPER ONE WEEK

Holmes County Times Advertiser
Washington County News

TRI-COMMUNITY COUNCIL, INC.
JOB DESCRIPTION

Prepared By: Annette Stewart
Job Title: Driver II
Department: Transportation
Reports To: Transportation Manager
FLSA Status: Non-Exempt
Prepared Date: November 09, 2006
Amended: March 2009
Approved By: Executive Director
Approved Date: April 2009
Salary Level:

SUMMARY

Drive vehicle (minibus, station wagon, or sedan) to transport customers to specified destinations (local and distant points according to schedule) by performing the following duties. Ensure safe transportation services are provided. Act as observer with new driver. Must perform wheel chair securements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Conduct pre-trip inspection (as applicable).

Drive vehicle from/to destination according to assigned schedule and collect fares as indicated.

Assist all customers into and out of vehicle while remembering sensitivities.

Secure customers' wheelchairs to restraining devices to stabilize during trip.

Operate radio or cell phone to communicate with base station or other vehicles.

Clean and service vehicle with fuel, lubricants, and accessories. Ensure vehicle is refueled at end of last trip of the day or as required by Transportation Manager.

Keep records of trips. Prepare incident report on behavior of passengers or other incidents relating to transportation services.

Comply with contents of System Safety Program Plan, Transportation Handbook, and state and local standards.

Comply with traffic regulations.

Report delays or accidents.

Introduce self to passengers and make them feel secure during transport. Announce stops.

Attend trainings and meetings for enhanced job performance.

Respect and understand the Chain of Command.

Wear agency furnished uniform and ID Badge.

Participate in fund-raising activities.

Perform any other duties as assigned by the Transportation Manager that is in the best interest of the agency.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Two years of high school education; or up to five years related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract six digit numbers.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situation. Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS, REQUIREMENTS

Operators Driver's License

For bus - "CDL"

First Aid

Initial Physical Exam & one thereafter every two years

Clear Background Screening

Proof of proper vehicle insurance coverage.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to climb or balance and talk or hear. The employee frequently is required to sit (riding for lengthy period of time); reach

with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and walk. The employee must occasionally lift up to 50 pounds and move wheelchair clients up to 300 pounds. Specific vision abilities required by this job include ability to adjust focus.

Specifically, driving, wheelchair assistance (loading, unloading, securing), and assisting customer on and off vehicle.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. The noise level in the work environment is usually low to moderate.