

PARATRANSIT DRIVER (FULL-TIME)

DEFINITION:

Under general supervision the Paratransit Driver drives a City van to designated locations, providing assistance and delivery service to Seniors and Persons with Disabilities in a safe and efficient manner; and does related work as required.

QUALIFICATIONS:

Knowledge of:

California Motor Vehicle Code; geography and street system of the City of San Pablo and the surrounding areas; basic mechanical features of a vehicle; basic recordkeeping practices; safe and efficient work practices as they relate to the operation of a van with a lift; occupational hazards and safety precautions required in a public transit operation.

Ability to:

Drive and operate a transportation vehicle which serves passengers in a safe and efficient manner; understand and follow oral and written instructions; keep accurate records including route and maintenance schedules; deal effectively with the public including special groups such as the elderly and persons with disabilities; work independently in the absence of supervision; evaluate emergency situations and act decisively and effectively to resolve the situation; read a map and locate addresses; perform manual work required to push wheelchairs, load and unload passengers; follow safety and operational rules and procedures; establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Experience:

One year experience driving a transportation vehicle which serves over 10 passengers; experience dealing with persons with disabilities is preferred

Education:

Equivalent to graduation of high school

Required License:

Possession of a valid California Class B driver's license with a School Bus Driver Endorsement and maintenance of a satisfactory driving record

Certification: Obtain CPR Certification within six (6) months of date of hire

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Drive a paratransit van to destinations in a safe and efficient manner

Assist passenger when entering and exiting vehicle, ensuring that seat belts are fastened and passengers are seated safely and comfortably

Assist passengers in getting from door-to-door.

Load and unload wheelchairs; pushes wheelchairs up and down ramps, or a maximum of three stairs

Prepare appropriate reports of all accidents, injuries and malfunctions of the vehicle; maintain a daily trip log and other required records

Inspect the general vehicle condition and notify appropriate personnel of maintenance needs; keep the interior of the vehicle orderly and clean

Perform related duties as assigned