

MONTOUR COUNTY

Job Description

Job Title: TRANSIT DRIVER
Department: TRANSIT
Reports to: Transit Director
FLSA: Non-Exempt
Preparation Date: February 2003

SUMMARY: Transports clients and their children to medical appointments, and other locations.

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

1. Operates county owned motor vehicles such as vans or buses used to transport clients to medical appointments and other client needs.
2. Transports door-to-door, assisting in/out and with any mobility devices such as wheelchairs; responsible for client safety door-to-door.
3. Responsible for maintaining accurate log sheet of trips, miles driven, time of pick up, time of drop off and return pick up time.
4. Responsible for log of miles from and return to center for meals-on-wheels deliveries, and clients names and addresses and type of meal being delivered.
5. Responsible for maintenance on vehicles such as checking oil, tires, gas, etc.
6. Responsible to keep vans washed and clean inside.
7. Responsible for other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

High school graduate or equivalent.
Valid PA Driver's License required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to lift adults up to 200 lbs; ability to offer other assistance.
Ability to lift equipment (coolers w/meals) up to 75 lbs.
Ability to climb stairs.
Meal delivery requires getting in and out of vehicle constantly during 4-hour period.
Ability to interact with diverse socio-economic and cultural backgrounds.

WORK ENVIRONMENT:

Early morning hours required. No evenings or weekends required.
Meals driver hours – 10:30 – 1:00 approx.
Travels constantly - Limited office
Exposure to elements