

DRIVER

DEFINITION

Under close supervision, transports seniors, disabled persons and volunteers to and from scheduled destinations throughout the City of Inglewood.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Transports seniors, disabled persons, and volunteers to and from scheduled destinations throughout the City of Inglewood; performs pre-trip checklist to verify safety inspections and maintain vehicle; checks operation of wheelchair lifts and restraint devices for safe operation; washes and cleans vehicles.

Collects fares from passengers for transportation service; conducts surveys to ensure passenger satisfaction; communicates with transportation division staff to determine and verify time and place of pick-ups and deliveries; maintains mileage logs, duty status, time sheets, and schedule/appointment records.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of road, vehicle, and driving laws and regulations

Knowledgeable of general preventative maintenance, operation and handling of buses/vans, wheelchair lifts and safety restraints

Knowledgeable of file and records management

Skilled in transporting passengers in a timely and safely manner

Skilled in following oral and written instructions

Skilled in establishing and maintaining positive and productive working relationships with both external and internal customers

Ability to perform essential duties with little supervision

Ability to effectively communicate verbally and in writing

Ability to speak English and a second language (Spanish preferably)

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in transportation vehicles. Work may require frequent standing, driving, bending, and lifting up to 30 pounds. Incumbents may be exposed to extreme temperatures and weather, moving traffic, hazardous chemicals and infectious diseases.

QUALIFICATIONS

A high school diploma or equivalent, **AND** one year public transportation driving experience; **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Class "B" Driver's License. Incumbents in this classification may be subject to participate in the Department of Transportation drug-testing program.