



POSITION TITLE: Part-Time Driver -- Non-Exempt

HOURS: Position is Part-Time. Days vary; Hours are 8:30am – 4:30pm

REPORTS TO: Director of Senior & Disability Services

POSITION SUMMARY: Wheeling Township Drivers are responsible for the safe transportation of senior and disabled Township residents to and from their residence to medical or personal appointments. The Township provides ‘door to door’ service. Drivers are required to follow a prepared daily transportation schedule that is subject to change as the need arises.

POSITION RESPONSIBILITIES:

- Safely provide transport for Township residents to and from medical or personal appointments (groceries, pharmacies, hair salons, etc) in a courteous and professional manner that best represents the Township
- Operate all Township motor vehicles and equipment in accordance with Township policies and procedures
- Conduct daily vehicle safety inspections, including but not limited to, pre- and post-trip inspection forms
- Complete and maintain daily transportation logs
- Maintain the physical appearance of the assigned Township bus, by keeping the interior clean and free of debris
- Report all maintenance and safety concerns to Transportation Coordinator or Director of Senior & Disability Services
- Report all accidents or incidents to local Police Department, Transportation Coordinator and Director of Senior & Disability Services immediately upon occurrence
- Collect and turn in bus fare donations
- Assist passengers safely on/off the bus at every stop
- Assist passengers with carrying personal items, including, but not limited to, groceries
- Ensure vehicle properly fueled and ready for the next day
- Drive vehicles for maintenance, repairs, or scheduled service as directed
- Attend department meetings and participate in any scheduled training activities

REQUIRED SKILLS AND ABILITIES

- Excellent customer service, listening, and communication skills
- Patience in working with – and sensitivity to -- mature adults and the permanently disabled, who may have limitations of hearing, eyesight, mobility or cognitive impairment
- Ability to read and understand complex maps and/or directions
- Ability to safely communicate with office/transportation personnel

- Ability to read, comprehend, listen to, and follow complex verbal or written instructions from multiple sources
- Ability to effectively and efficiently handle communication equipment
- Ability to exercise good judgement
- Knowledge of geographic area and/or capacity to learn quickly
- Capacity to efficiently, effectively, and professionally interface with Township staff, residents and the general public
- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist, turn, bend and lift for extended periods of time
- Must be able to get in/out of Township bus multiple times an hour/day
- Position requires the ability to lift and carry up to 50 lbs.
- Must be able to safely push/pull large individuals in wheelchairs
- Requires the safe operation of a heavy motor vehicle
- All drivers must submit to random drug and alcohol tests; refusal is cause for termination

SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATIONS & EXPERIENCE

1. High School diploma or GED required
2. Must be 21 years of age or older
3. Must hold a valid Illinois Driver's License
4. Must have a good driving record as certified by the Illinois Secretary of State's Office (MVR). Driving record will be checked annually.
5. Must clear a criminal background check; will be rechecked annually
6. Must clear a National Sex Offender Registry check; will be rechecked annually
7. Must pass pre-employment physical, drug testing according to FTA, DOT, PACE and Township policies
8. Must successfully pass a DOT physical in order to obtain and maintain an MEC card
9. Must successfully pass an annual or bi-annual DOT physical in order to maintain an MEC card
10. Must successfully pass annual drug testing in accordance with FTA, DOT, PACE and Township policies
11. Must successfully pass PACE driving training
12. Must successfully complete and pass online "Substance Abuse in the Workplace" course
13. Must successfully complete CPR Training every two years

This job description does not constitute an employer agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change. Additionally, this job description should not be considered or construed as an exhaustive list of all job functions that the employee may be required to perform. The employee must be able to perform the essential functions of their position and, if requested, reasonable accommodations may be provided to an employee with a disability in order for the individual to perform the essential functions of their position, absent undue hardship.