

Owen County Public Transit

Driver – Public Transit/HSTD/NEMT

Summary:

Drivers are responsible for transporting clients, farebox collections, daily reporting to the Coordinator, will have all training required for transporting with OCPT, keep up with maintenance records, reporting all vehicle or client problems to the Mobility Manager, and other duties as assigned. Full-time drivers will work 40+ hours per week (if needed) and Part-time may work up to 99 hours per month.

Essential Duties:

- Operates a passenger vehicle on a demand response basis.
- Receives daily driving assignments and schedules and modifies routes as directed by the Coordinator when service changes are needed.
- Provides door to door service for all passengers as needed, collects fares, writes receipts, and finalizes all paperwork for the trip.
- Maintains maintenance records, vehicle inspection reports, trip manifests, mileage logs, and other reports needed for the operation of OCPT.
- Maintains communication with the Coordinator using mobile communication equipment related to assigned routes/schedules.
- Maintains scheduled route and trips as directed by dispatcher.
- Promotes a positive image of Owen County and OCPT by fostering positive public relations.
- Provides passengers with schedule and route information.
- Assists passengers when needing help boarding and departing; not limited to pushing or pulling a wheelchair or loading a walker.
- Ensures vehicle and passenger safety, should always be on time with the schedule, and assists other routes if necessary.
- Ensures all wheelchair brakes are locked while lift is in motion, positioning wheelchairs in vehicle, and securing them to the vehicle; ensures all seat, shoulder, and lap belts are properly fastened.
- Cleans interior and exterior of the vehicle that has been driven that day.
- Provides feedback concerning operating policies and procedures, identifies safety issues, attends meetings, trainings, and programs as assigned.
- Any other duties assigned.

Physical requirements:

- Must be able to sit for eight (8) hours or longer.
- Must be able to push or pull a wheelchair that is occupied through doors, the ramp or lift of the vehicles.
- May require standing, walking, climbing, kneeling, balancing, stooping, crouching, crawling, pushing, pulling, lifting.
- Must be able to lift independently in excess of 50 pounds.

Requirements:

- Must be at least 21 years or older
- Must have a valid Kentucky driver's license
- Have a high school diploma
- Must be able to do basic math
- Experience in customer service, healthcare, or transportation
- Must be able to read a road map
- Must have CPR and First Aid training
- Must maintain confidentiality
- No felony convictions
- Submit to a criminal background check, driving history check, and drug test
- Must have a positive attitude