

**MAJOR FUNCTION**

This is skilled work in the safe and efficient operation of radio- dispatched specialty vehicles to transport elderly and handicapped citizens. Work includes traveling on a flexible schedule as directed by the dispatcher or supervisor. Incumbents are required to observe all traffic laws, rules and regulations. The incumbent is expected to exercise independent judgment, initiative and courtesy to ensure efficient service to the public. Work is performed under general supervision and is reviewed through inspection and the frequency and nature of complaints from the general public.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Provides door-to-door transport service for handicapped or elderly citizens. May collect designated fares from passengers. Operates specialized vehicle safely and efficiently as assigned and scheduled. Operates wheelchair accessible vehicles equipped with wheelchair loading lifts. Assists in boarding and alighting. Practices the operating principles offered in driver sensitivity training. Maintains an accurate schedule based on a driver's log. Provides accurate radio communications to ensure adherence to schedule and/or changes in pickup order. Inspects vehicles for all safety and handicap equipment; mechanical items; and fuel, water, and oil levels before leaving on assignment. Adheres to all traffic laws, departmental rules and regulations and driving courtesies. Maintains operator records and logs required to support the system data base which includes but are not limited to mileage, fuel consumption, lubrication, passenger counts, fares, surveys and other operating data as may be required. Performs related work as required.

**Other Important Duties**

Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of traffic laws, ordinances, rules and driving courtesies. Considerable knowledge of the Tallahassee street system. Considerable knowledge of the operation and maintenance of passenger carrying vehicles. Ability to deal with many types of people, especially the elderly, mentally and physically handicapped. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to follow oral and written instructions. Ability to successfully complete sensitivity training and to understand other vehicle training requirements. Ability to recognize the importance of timely reporting to work and strict adherence to projected schedules. Must be bondable. Good physical condition in order to assist the handicapped.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate; directly related experience may be substituted on a year-for-year basis for the required education.

**Necessary Special Requirements**

Must possess the appropriate State Commercial Driver's License (CDL) and endorsement (s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement (s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

Established: 04-16-84

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02-09-90

08-06-91

06-29-93

04-22-04\*