

# DES MOINES AREA REGIONAL TRANSIT AUTHORITY

## JOB DESCRIPTION

<b>NAME</b>		<b>DEPARTMENT</b>	Paratransit
<b>POSITION</b>	Paratransit Driver	<b>F L S A</b>	Non-Exempt
<b>DATE</b>	April 29, 2005	<b>REPORTS TO</b>	Dispatcher/Route Supervisor

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### **PURPOSE OF POSITION**

To operate wheelchair accessible mini-buses, transit authority vans and other vehicles safely and effectively; to follow established company policies and procedures regarding the transportation of children, infants, elderly and/or passengers with physical disabilities; the reporting of mechanical, traffic or behavioral problems encountered; to maintain positive public relations with a broad range of passengers in the provision of ongoing transportation services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

In accordance with operator checklist to insure vehicle safety prior to trip, inspects bus and performs necessary vehicle pre-trip checks (tires, lights, lifts, doors etc.) prior to starting scheduled run; reports equipment malfunctions to Dispatcher or Route Supervisor for resolution.

Drives assigned vehicle from individual locations or central loading area to various destinations according to assigned schedule or plan; assists disabled passengers in the provision of program services; carries groceries from vehicle to home or requested area; secures passenger wheelchair to restraining/locking devices to stabilize wheelchair during trip; maneuver wheelchair holding clients up and down stairs; secures infants in child restraint devices.

Listens to complaints regarding delays or problems encountered in the provision of services; answers questions from passengers regarding fares, schedules and routing; collects fares; completes required paperwork.

Regulates heating, cooling and ventilation systems for passenger comfort.

Maintains timely and accurate radio and telephone contact with Paratransit base; keeps dispatcher informed regarding delays, breakdowns and client transportation problems encountered.

Complies with all local traffic regulations while running scheduled route.

Maintains appearance, behavioral and physical standards necessary to fulfill agency's essential mission.

Maintains courteous, professional and efficient manner in passenger relations.

Participates in safety and related training programs that are made available.

Understand, comply with and enforce when necessary all regulations and policies governing paratransit operations and services.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from high school or G.E.D. equivalency. Job related experience is preferred. Possession of a valid Iowa CDL with Air Brake and Passenger endorsements as specified as necessary by the Iowa Department of Transportation. A drug test and pre-employment physical examination is required. Subject to random alcohol and drug testing. Must maintain driver insurability standards. Knowledge of city/county geography, streets and landmarks is essential.

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

Work involves regular standing, sitting, walking and occasional crouching, crawling, stooping, kneeling, pushing, pulling, lifting and maneuvering objects such as wheelchair with passengers with a broad range of body weights. Requires continuous use of hands arms, feet, and legs to push/pull or activate essential controls (pedals, levers and knobs) in recurring operational motions. Right and left side body members are used in steering, opening and closing doors, assisting children, infants, disabled and elderly into and out of vehicle, carrying bags of groceries and related tasks. Requires the capacity to exert up to 50 pounds of force frequently to move aforementioned controls and to push and assist disabled passengers weighing in excess of 200 pounds. Requires the capacity to seize, hold, grasp, turn or other wise work with hands to turn steering wheel, shift gears and manipulate mechanical levers and controls and secure wheelchairs. Requires the ability to extend hands and arms in any direction. Use of legs and body torso to climb steps in bus, assist passengers in ongoing tasks and maintain body equilibrium to prevent falling when working on slippery surfaces during winter months.

### **Cognitive Demands**

Requires the capacity to apply common sense understanding of controlling procedures and policies to carry out defined and prescribed transportation services. Generally deal with standardized situations with occasional or limited variables. Capacity to start, stop, control and adjust the actions of machines to achieve desired results. Requires motor coordination, finger and manual dexterity; eye, hand, foot coordination, depth perception and clarity of vision 20 feet or more. The ability to keep mentally alert and maintain concentration for recurring periods.

### **Language Ability and Interpersonal Communication**

Requires the capacity to speak and hear normal conversation. Requires the ability to understand and adhere to controlling rules, procedures, policies, contracts and related materials which impact on program requirements and goals. Interacts regularly with a variety of clients ranging from infants to the elderly and is expected to demonstrate proper demeanor, behavior and rapport with the public under stressful or emotionally charged situations.

**Environmental Adaptability**

Majority of time is spent in vehicle that is heated in winter and cooled during the summer. Regularly exposed to unpleasant noise, fumes, drafts, etc. when vehicle is in operation. Regular exposure to undesirable elements such as rain, snow, high or low temperatures.

**NOTE:**

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, DART reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, staff shortages, work load changes, rush jobs, or technological developments).

**I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me.**

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EMPLOYEE'S SIGNATURE                      DATE                      DEPARTMENT HEAD SIGNATURE                      DATE