

# UNITED CEREBRAL PALSY ASSOCIATION TRANS-2

## JOB DESCRIPTION

### **Job Title: Vehicle Operator (VO)**

#### **Job Summary:**

As an employee of United Cerebral Palsy, and under a cooperative agreement with Paratransit, Inc., Vehicle Operators will utilize Paratransit-owned vehicles to safely and efficiently transport passengers, door-to-door, to scheduled sites. The VO will assist passengers on and off Paratransit vehicles; assure their safety while riding in an assigned vehicle; maintain accurate records and logs of trip information as required; and ensure that assigned vehicles are in safe operating condition at all times. The VO is subject to random drug testing. The VO reports directly to UCP' Transportation -2 Dept Project Manager.

#### **Job Duties:**

1. Operate a Paratransit transportation vehicle in strict accordance with time schedules and route assignments, without deviation, unless otherwise instructed by UCP or Paratransit.
2. Provide safe, courteous, and efficient door-to-door transportation to passengers to include transporting, assisting, and escorting exceptional needs passengers to and/or from their homes and a variety of other designated locations.
3. Assist passengers on and off vehicles ensuring that seat belts and/or wheelchair lap belts are properly secured.
4. Operate wheelchair lift device when necessary to board and de-board passengers; ensure that wheelchair brakes are locked while lift is in motion, position wheelchairs in vehicle and secure them to the vehicle.
5. Maintain order and proper discipline of passengers while on scheduled routes, attempt to resolve disputes, document and report severe incident/disciplinary cases.
6. Ensure the safety of passengers with severe physical, mental, or developmental problems while in vehicle by receiving written or oral instructions, being aware and alert to any signs of difficulty, following prescribed instructions and procedures as required, handling behavioral outbursts, calling for emergency assistance, etc.
7. Receive daily driving assignments and schedules; modify routes as directed by dispatch based on passenger cancellations, transfers, no-shows, or other changes caused by changing service needs.
8. Notify dispatcher regarding no shows or availability for additional assignments whenever extra time exists on the schedule.
9. Conduct daily vehicle safety and maintenance inspection of assigned vehicle prior to beginning route; immediately report all defects needing repair.
10. Collect fares from passengers and maintain appropriate records or logs as required.
11. Complete and maintain a variety of records, logs, and reports including but not limited to: arrival and departure times for each pick-up and drop-off; identifying passenger cancellations and no-shows; fare collection; vehicle inspections; mileage logs, time sheets, recording lunch times and breaks, etc.
12. Prepare reports of driving hazards, accident, and/or passenger incidents. Report vehicle accidents or passenger emergencies accurately and timely and follow established procedures during these situations.
13. Adhere to check-in and check-out times as scheduled.
14. Evacuate vehicle in a safe and timely manner when necessary.
15. Attend all meetings, programs, and in-service training as assigned.
16. Maintain current required licenses and certifications.

17. Assist with other routes when breakdowns or other unusual circumstances occur as assigned.
18. Participate in cross training activities and operations in conjunction with Paratransit's cross-training philosophy.
19. Perform related duties as required.

### **Job Knowledge & Skills:**

1. Knowledge of the California State Motor Vehicle Code as it relates to the operation of vehicles used in transporting passengers.
2. Knowledge of the streets and highways of Sacramento County and related areas.
3. Knowledge of the safe driving practices.
4. Basic knowledge of preventive maintenance requirements of automotive equipment.
5. Ability to learn the special transportation requirements associated with the transport of the disabled and elderly.
6. Ability to establish and maintain proper conduct and safety of special needs passengers on transport vehicles.
7. Ability to safely and properly operate lift-equipped vans and specialized equipment/devices.
8. Ability to understand and effectively communicate in both oral and written formats.
9. Ability to read and interpret a map.
10. Ability to remain calm in emergency situations.
11. Ability to learn and apply Paratransit policies and procedures pertaining to the safe transport of passengers.
12. Ability to exercise good judgment and extreme caution while operating a transport vehicle.
13. Ability to recognize malfunctions in vehicles and equipment.
14. Ability to operate a two-way radio using designed communications code system, Mobile Data Communications (MDC), and Magellan communication systems.
15. Ability to maintain records and logs related to vehicle maintenance and the transportation of passengers.
16. Ability to establish and maintain effective work relationships with managers and co-workers.

### **Qualifications:**

1. Must be 18 with 2 years of driving experience.
2. Must possess a valid California Drivers License, Class C.
3. Must submit to fingerprint testing through the Justice Department. Any adverse results will be evaluated on a case-by-case basis.
4. Must pass a pre-employment physical resulting in a valid Medical Certificate.
5. Must pass pre-employment drug testing.
6. A driving record that complies with the underwriting criteria of Paratransit's insurance carrier.

### **Offering:**

Part time, non-exempt positions.

Pay Range: \$9.50 Per Hour