



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Senior Services

LOCATION: Lebanon, OR
DATE: March 2019

JOB TITLE: Dial-A-Bus Driver

JOB STATUS: Non-exempt
FLSA Exempt: No

PURPOSE OF POSITION: Operate and maintain City bus to provide transportation services for senior citizens, individuals with disabilities and the general public within the City and the general surrounding area.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Maintains regular job attendance and adherence to working hours.
2. Possess and maintain a valid Oregon Drivers License with an acceptable driving record.
3. Receive instructions, determine most appropriate and efficient route, safely operate handicapped modified bus to pick up and deliver citizens to desired locations and operate bus on scheduled route with designated stops for embarking and disembarking passengers.
4. Operate wheelchair lift to assist wheelchair-bound passengers in boarding and disembarking from bus.
5. Perform operator maintenance and general cleaning of interior and exterior of bus.
6. Schedule maintenance and repairs with vendors.
7. Collect, account for and deposit all funds in accordance with established policies and procedures.
8. Complete reports on activities, e.g. miles driven, number of passengers, etc.
9. Follow all safety rules and procedures for work areas.
10. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, coworkers and public.
11. Perform general office work as directed.
12. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
13. Maintain work areas in a clean and orderly manner.

MANDATORY QUALIFICATIONS:**Education & Experience:**

1. Equivalent of high school diploma.
2. Six or more months of experience as a Dial-A-Bus driver or experience directly related to this position which demonstrates the knowledge, skills and abilities to perform the above duties.

Licenses & Certificates:

1. Valid driver's license/CDL, with clean driving record.
2. CPR/First Aid card within six months of appointment.

DESIRABLE QUALIFICATIONS:

1. Completion of specialized courses in defensive driving.
2. Previous experience in providing services to seniors and disabled persons.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Proper operation of passenger bus, passenger assistance, first aid and defensive driving techniques, and routine operator maintenance methods.
2. General knowledge of city streets and locations.
3. Physical and psychological behaviors to identify possible abuse and/or neglect.

Skill in:

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
3. Developing and implementing recommendations regarding work procedures and cost effective services.
4. Communicating effectively, both orally and in writing.
5. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Communicate orally in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 5 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.

3. Manual dexterity and coordination are required over 50% of the work period while operating passenger bus and other standard office equipment.

WORKING CONDITIONS: Approximately 80% of the work period involves operation of a bus with exposure to traffic hazards and potential distractions of passengers.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. This position may provide training and orientation to volunteers and newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the direct supervision of the Senior Center Director.

Approved by City Manager:

March 2019