



ALLENDALE COUNTY

Job Posting: INTERNAL AND EXTERNAL APPLICANTS

Department: ALLENDALE COUNTY OFFICE ON AGING Post Date: 10/07/2020

Position Title: PART-TIME TRANSIT DRIVER

Closing Date: 10/21/2020

SALARY RANGE – DEPENDING ON EXPERIENCE

FUNCTION

The Transit Driver position is responsible for safely and efficiently transporting clients to and from various appointments by following their designated schedule. The Transit Driver must safely and responsibly operate wheelchair lifts, radio, and emergency equipment. The Transit Driver is responsible for cleaning, refueling, and inspecting their assigned vehicle at the start and end of each shift. The Transit Driver must also collect the appropriate amount of tickets/fares from passengers. The Transit Driver position reports to the Transportation Manager and the Department Director.

JOB DUTIES AND RESPONSIBILITIES:

- Must be physically and mentally capable of driving at least 400 miles in a work day.
- Must work a varying schedule, this includes early-morning, weekend, holiday, and emergency shifts.
- Must safely transport clients to and from various locations in the region, in accordance with federal and state motor vehicle and traffic laws.
- Must be able to safely operate transit vehicles, wheelchair lifts/ramps, and securement devices.
- Must be punctual and have reliable attendance to ensure dependable service to the public.
- Must conduct daily pre and post trip vehicle inspections.
- Must learn and properly operate computer tablets, transportation software, and GPS units.
- Must maintain ongoing communication with the transportation supervisors, this includes but is not limited changes to pick ups/drop offs, vehicle maintenance, and emergencies.
- Must refuel and clean assigned vehicle at the end of each work day.
- Must call clients to confirm their appointments.
- Must remain polite in all situations, exhibit professionalism, and demonstrate sensitivity to all passengers' needs.
- Must work well with fellow employees and remain responsible with a minimal level of supervision.
- Must maintain confidentiality of clients' protected health information and all work-related information.
- Must collect and report all tickets and fares received from passengers.
- Must maintain accurate and readable written reports, this includes manifests and mileage reports.

- Must attend meetings and training sessions as required.
- Must dress professionally, wear supplied clothing, and maintain a well-groomed appearance.
- Must adhere to Allendale County and the Allendale County Office on Aging's policies and procedures.
- Not all duties are included. Must be willing to perform tasks not included in the job description. The employee will be required to follow any other instructions and perform any other duties requested by their supervisors.

MINIMUM TRAINING AND EXPERIENCE:

- Must be 25 years of age and have a valid South Carolina Driver's License (minimum five years of experience)
- Must have 10-year driving record with NO moving violations, at-fault accidents, misdemeanors, felonies, or convictions for driving while intoxicated or under the influence of a controlled substance.
- Must not have any theft, fraud, drug, sex offender, abuse, domestic violence, or assault and battery convictions.
- Must have a High School Diploma or GED.
- Must be able to read, write, and have basic arithmetic skills.
- **Must work any assigned shift, this includes early-morning, weekend, holiday, and emergency shifts.**
- **Must have dependable personal transportation to work.**
- **Must have a reliable personal cell phone for communicating with transportation staff.**
- Must pass a SCDOT physical, Defensive Driving, Passenger Service and Assistance Program, First/Aid CPR, and other required or designated certifications and trainings.
- Employment is contingent on obtaining and maintaining status as a certified driver for the transportation manager.
- Must produce a SLED background check upon request.

FRINGE BENEFITS INCLUDE:

- SC State Retirement

All interested candidates must submit a JOB APPLICATION FORM to Allendale County Human Resource Office, located at Allendale County Administration Office, 526 Memorial Avenue, Allendale, SC 29810 or call 803-584-3438, prior to closing date.

POST JOB OFFER REQUIREMENTS: *PRE-EMPLOYMENT DRUG TEST and BACKGROUND CHECK*

Applicants must provide a copy of their complete driving record for all the states in which they have held a license.

This position is considered safety-sensitive as defined by the Federal Transit Administration and thus it is subject to random drug and alcohol testing.

Allendale County is an Equal Opportunity Employer.