

PARATRANSIT DRIVER (PART-TIME)

DEFINITION

To drive a City van to designated locations in the city of San Pablo and surrounding areas, aiding and delivery service of passengers which include the elderly and disabled individuals in a safe and efficient manner.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the recreation services coordinator or designated full time employee.

Examples of duties

Duties may include, but are not limited to the following:

- Drive a paratransit van to destinations in a safe and efficient manner.
- Assist passengers when entering and exiting vehicle, ensuring seat belts are fastened and passengers are seated safely and comfortably
- Load and unload wheelchairs; push wheelchairs up and down ramps, or a maximum of three stairs
- Prepare appropriate reports of all accidents, injuries and malfunctions of the vehicle; maintain a daily trip log and other required records
- Inspect the general vehicle condition and notify appropriate personnel of maintenance needs; keep the interior of the vehicle orderly and clean
- Collection of cash fares and managing of coupons for rides
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- California Motor Vehicle Code; geography and street systems of the City of San Pablo and the surrounding areas

- Basic mechanical features of a vehicle
- Basic recordkeeping practices
- Safe and efficient work practices as they related to the operation of a van with a lift
- Occupational hazards and safety precaution required in a public transit operation

Ability to:

- Drive and operate a transportation vehicle which serves passengers in a safe and efficient manner
- Understand and follow oral and written instruction
- Keep accurate records including route and maintenance schedules
- Deal effectively with the double including special groups such as the elderly and disabled
- Work independently in the absence of supervision
- Evaluate emergency situations and act decisively and effectively to resolve the situation
- Read a map and locate addresses
- Perform manual work required to push wheelchairs, load and unload passengers
- Follow safety and operational rules and procedures
- Establish and maintain a cooperative working relationship with those contacted in the course of work

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One-year experience driving a transportation vehicle of at least 6 passenger capacity. Experience driving a transportation vehicle over 10 passengers preferred; Experience working with the public including the elderly and disabled is preferred.

Education:

Equivalent to a high school diploma

REQUIRED LICENSE

Possession of a valid California Class C driver's license and maintenance of a satisfactory driving record. Commercial Class B driver's license with Passenger (P) Endorsement preferred but not required.

CERTIFICATION

CPR Certification preferred but not required.

ESTABLISHED: 11/95
REVISED: 12/21/2023
FLSA: Non - Exempt