

**MAJOR FUNCTION**

This is skilled work in learning the safe and efficient operation of radio-dispatched specialized wheelchair accessible passenger vehicle to transport elderly, physically and visually impaired citizens. Employee is expected to learn and demonstrate proficiency in operating on a demand response schedule as directed by the dispatcher or supervisor. Employees in this class will learn and demonstrate proficiency in the observance of all traffic laws, rules, and regulations and expected to exercise independent judgment, initiative, and interpersonal skills required to ensure efficient service to the patrons utilizing our services. Employee is expected to report to work on time, demonstrate proficiency on all classroom and on-the-job training while under the supervision of the Operation and Compliance manager or designee. After instruction, the employee will be expected to carry out all routine duties as performed by a Special Transportation Operator, exemplifying safe operation of a transit bus.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Attend Special Transportation Operator training to accrue knowledge in providing door-to-door transport service for physically disabled, visually impaired or elderly citizens. Learn fare collection policy, vehicle operations including wheelchairs accessible vehicles, and assisting patrons in boarding and alighting. Practices the operating principles offered in driver sensitivity training, maintaining an accurate schedule based on a driver's manifest, radio communication to ensure adherence to schedule and/or changes in pickup order. Proper Inspection of vehicles for all safety and equipment defects before leaving on assignment.

**Other Important Duties**

Knowledge of all Florida traffic laws and FDOT regulations to operate a transit vehicle, and Americans with Disability Act (ADA)

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities, and Skills**

Considerable knowledge of traffic laws, ordinances, rules, and driving courtesies. Considerable knowledge of the Tallahassee street system. Considerable knowledge of the operation and maintenance of wheelchair accessible passenger vehicles. Ability to deal with many types of people, especially the elderly, mentally, and physically disabled. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to follow oral and written instructions. Ability to complete sensitivity training and to understand the operation of wheelchair accessible passenger van training requirements. Ability to recognize the importance of timely reporting to work and strict adherence to

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate; directly related experience may be substituted on a year-for-year basis for the required education.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at time of appointment.

Established: 3-18-20