



***Temporary Employee
Classification***
Parks & Community Services

Paratransit Driver

Job Task/Duties:

- Drives a bus or other suitable vehicle transporting seniors and persons with disabilities.
- Maintains accurate trip records.
- Provides door to door assistance to passengers, as necessary, to include carrying passenger's packages and other belongings.
- Collects tickets.
- Provides passengers with information regarding senior and disabled services.
- Answers telephones, provides some assistance to office staff.
- Administers first aid, if necessary.
- Performs routine safety check of vehicles; notes and reports safety or mechanical problems.

Responsibility Level:

- Works semi-independently with direction provided by dispatch staff and supervision provided by Recreation Supervisor.
- Interacts with patrons and provides information.
- Provides input in the decision-making process.

Experience Level:

- Demonstrates some experience and/or familiarity with paratransit operations.
- Experience in emergency procedures and safety protocols.

Knowledge:

- Basic automotive operating procedures.
- Simple record keeping methods.
- Livermore/Amador Valley area desirable.

Skills:

- CPR and First Aid certification or willingness to obtain.
- Exercise patience and understanding of needs of senior citizens and persons with disabilities.
- Maintain simple accounting records.
- Operate buses, vans and automobiles in a safe manner.

Abilities:

- Lift/push the equivalent of 50 lbs. to negotiate clients in wheelchairs up ramps, etc.
- Work flexible hours, including evenings and weekends.
- Exercise patience with and understanding of needs of senior citizens and disabled.
- Develop and maintain good working relationships with City and outside agency personnel.

Certifications/Licenses:

- Obtain and maintain CPR certification.
- Obtain and maintain American Red Cross First Aid certification.
- Possession of a valid California Class B driver's license with all appropriate endorsements.