



**Title: Part-Time Van Driver**

**Pay Rate: \$15/hr**

**SUMMARY DESCRIPTION**

Operates commercial paratransit vans in the LCTA service area. Provides safe, efficient transportation and assistance to the elderly and disabled residents of Luzerne County. Positions are considered safety sensitive and are subject to drug testing, including random drug screens in accordance with Federal Transit Administration (FTA) Drug and Alcohol regulations.

**REPRESENTATIVE DUTIES**

- Drive safely and obey all traffic laws including following the standards and operating procedures set by LCTA.
- Follow daily schedules as routed and dispatched.
- Always maintain a polite and safe atmosphere on the vehicle.
- Aid passengers to the extent necessary to ensure a safe and comfortable ride including
  - Assisting passengers to and from the vehicle by providing support for ambulatory persons while walking and assisting persons using mobility devices up and down steps as well as to, and from entrances.
  - Using the vehicle lift, assist in positioning the mobility device onto and off the lift. After loading passengers who use a mobility device the driver will have to bend and/or reach to secure the device to the vehicle with the four-point securement system.
- Maintain radio or phone contact with dispatcher and always follow radio procedures to maximize efficiency and report any schedule change to the transit office.
- Complete a pre-trip and post trip inspection of vans.
- Report any accidents or incidents at the time of the occurrence.
- Record and report all daily statistics and logs at the end of each day.

**SKILLS/QUALIFICATIONS:**

- Drivers must have the ability to drive all LCTA vans.
- Must have a valid PA driver's license with clean driving record.
- Drivers must successfully complete a PA criminal background check.
- Drivers must obtain a PA Child Abuse History Clearance and Fingerprint
- Drivers must pass a pre-employment drug test and physical.

**EDUCATION & EXPERIENCE**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

- High school diploma or equivalent.
- Previous experience in driving large vans preferred.
- Bilingual or Spanish speaking a plus

## PHYSICAL DEMANDS AND WORKING ENVIROMENT

The following is a representation of conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to bend over to secure wheelchairs to the floor multiple times during shift.
- Ability to squat or get down on one or both knees multiple times during a shift.
- Drivers must have the physical strength to be able to help passengers using mobility devices (e.g. wheelchairs) including the ability to physically transport passengers, help people up and down stairs while they are using a mobility device and are physically able to push/pull up an incline or down a decline.
- **Vision:** Sufficient to obtain and maintain a PA driver's license.
- **Hearing:** Hear in the normal audio ranges with or without correction.
- **Availability/Schedule:** Must be available to work up to 9hrs a day which may include any day from Monday to Saturday, with hours ranging from 4:30 AM to 11:00 PM.
- **Travel:** Daily travel within the LCTA service area.