



SOUTH BEND PUBLIC TRANSPORTATION CORPORATION **Job Description**

Title: Access Operator
Department: Operations
Division: Operations
Reports To: Operations Supervisor
Status: Full Time and Part Time; Hourly; Non-Exempt; Union

SUMMARY:

This position carries the primary responsibility to drive 14 passenger van to transport disabled and elderly passengers to and from specific destinations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Picks up assigned schedules from ACCESS Scheduler.
- Starts vehicle, checks and adjusts equipment for proper operating condition; inspects body of van for unreported damage; checks the operation of the wheelchair lift; performs pre-trip inspection.
- Reads and follows written schedules.
- Complies with local traffic regulations; reports delays or accidents.
- Provides curb to curb transportation to passengers providing limited assistance as needed.
- Secures wheelchairs using proper tie-down procedures.
- Makes reports of any unusual incident; reports to supervisor and ACCESS Scheduler via radio.
- Submits written reports on traffic accidents, passenger incidents or accidents, and any vehicle or equipment malfunction.
- Performs additional duties as requested.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Previous experience working with elderly or disabled helpful.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Public Passenger Chauffeurs license with a clean driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must occasionally push and/or move 200 up to 600 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES:

None

I have read and understand the requirements of this position and am able to carry out the essential functions of the position with or without reasonable accommodation.

Employee

Date

Human Resources

Date