

# DIAL-A-RIDE DRIVER

## SUMMARY

Receive and transmit messages from and to the dispatch control station; transport bus riders from one location to another; and perform related work as required.

## SUPERVISION RECEIVED

Work is performed under the supervision of the Director of Transportation.

## RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Communicate with the D.A.R.T. portable radio control station.
2. Drive a passenger bus as required.
3. Report to various locations on demand to pick-up and deliver bus passengers.
4. Perform vehicle and building upkeep as required.
5. Perform related duties as required.

## ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

**Considerable knowledge** of the geography, streets and principal locations in the city.

**Ability** to speak distinctly, pleasantly and courteously.

**Ability** to prepare and maintain accurate records.

## DIAL-A-RIDE DRIVER (Cont'd)

**Ability** to quickly learn the names of personnel and the various work activities.

**Ability** to establish and maintain satisfactory working relationships with other employees and the public.

**Considerable knowledge** of traffic rules and regulations.

**Ability** to operate a motor vehicle safely and in accordance with all rules and regulations.

**Ability** to operate a radio calmly, pleasantly and efficiently with effective verbal skills desired.

**Ability** to communicate effectively to complete duty 1.

**Ability** to see well to complete duties 2

**Ability** to hear well to complete duties 1 and 2.

**Graduation** from high school or equivalent and less than one year of related experience.

**A CDL** (Commercial Drivers License).