

Job Class Code: 4159	FLSA Status: Non-exempt
Pay Basis: Hourly	EEO Category: 8

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to operate a multi-passenger vehicle or perform routine delivery and clerical tasks. The class is responsible for assigned vehicle and passengers or courier services for assigned area of responsibility. The class works according to some procedures; decides how and when to do things under general supervision. The job classification may involve work in excess of regularly scheduled hours when required by operational necessity.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Operate van or bus on assigned route and schedule to transport passengers to and from work, recreational/social activities, and/or special service agencies, doctors, medical facilities, or related personal services. • Collects, transports, and delivers documents and materials such as mail, books, supplies, and equipment to designated areas; distributes to individuals at destination as required. • Maintains logs and related records in compliance with departmental standards. • May maintain departmental supply inventory; submit purchase requisitions; receive supplies from Purchasing Department and replenishes inventory. • Manages and supervises passengers, ensuring safe, orderly behavior, and assisting passengers on and off the van or bus as needed. • Loads and unloads vehicle; monitors operation of vehicle; drop off and pick up vehicle from City garage. • May complete and submit passenger incident, and vehicle or passenger accident reports. • Maintains cleanliness of vehicle, consisting of washing the outside and collecting trash and cleaning the inside. • Checks vehicle for operational problems, and schedules routine maintenance appointments; replenishes fuel. • Serves as courier to make pick ups and deliveries, including court documents, bank deposits, mail, and equipment and supplies; receives and signs for certified mail; distributes to individuals at destination as required. • Submits requests for departmental forms; picks up, stores, and delivers same as needed. • May teach living skills and supervise class activities. • Communicates/interacts with passengers, guardians, and/or other personnel. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Compares or inspects items against a standard.
Interpersonal/People Involvement	Follows instructions and orders of supervisor.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs basic addition and subtraction, such as measuring or making change.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical, manual, and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.

Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting passengers and others in the general public.
--------------------------------------	---

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of three months of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Depending on departmental assignment, may require at least a valid CDL Class C license to operate a multi-passenger vehicle with an occupancy of 16 or more passengers. May be required to obtain a CDL Class B license with Passenger Certification based on assignment.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.
--

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.