

<b>Job Class Code: 4162</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Hourly</b>	<b>EEO Category: 8</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification (class) is to operate a multi-passenger vehicle and to supervise other drivers, managing and assigning routes. This class is responsible for providing training, coaching, counseling and input on performance assessment. The job class is responsible for the assigned vehicle and the safety of passengers. The job class works according to some procedures; decides how and when to do things under general supervision.

**TYPICAL TASKS**

- Reviews, processes, and assigns all transportation requests. Manages and assigns routes to other van drivers as needed.
- Supervises Van Drivers including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and providing input for performance evaluations.
- Operates 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.
- Maintains records of passenger attendance and behavior, mileage covered per trip, and condition of vehicle.
- Manages and supervises passengers, ensuring safe, orderly behavior, and assisting passengers on and off the van or bus as needed.
- Assists with scheduling and moving vehicles for maintenance at the City Garage. Coordinates with equipment users and other agencies on equipment readiness matters
- Inspects identified vans for compliance with insurance and City safety criteria.
- Reviews Safety Reports as needed to ensure that van drivers are driving safely.
- Regularly meets with staff as assigned to review and resolve transportation issues.
- Completes and submits 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.
- Teaches living skills and supervises class activities.
- Communicates/interacts with passengers, guardians, and/or other personnel.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Compares or inspects items against a standard.
<b>Interpersonal/People Involvement</b>	Speaks or signals to people to convey or exchange information.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Performs basic addition and subtraction, such as measuring or making change.
<b>Language Requirements</b>	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.

<b>Mental Requirements</b>	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.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting passengers, subordinates, coworkers and others in the general public that rely on service.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this job class requires a minimum of three months of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license. Requires 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. Must have and maintain a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	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.*