



JOB ANNOUNCEMENT

VAN DRIVER II (3 positions available)

DEPARTMENT:	Community Service Center – Hall Area Transit	POSTING DATE:	December 2, 2011
JOB CODE:	0001-448	HOURLY RATE:	\$10.00
WORK STATUS:	Part-Time	APPLY BY:	Open Until Filled

JOB SUMMARY:

Transports passengers to and from designated locations, ensuring buses/vans are on time based on assigned schedule.

MAJOR JOB RESPONSIBILITIES:

- Transports general public, which may include senior citizens, mentally and physically handicapped, and other passengers, from designated locations to facilities such as day-care services, doctors' appointments, shopping centers, social events, etc.
- Assists passengers in boarding and disembarking from vans. Ensures safety of passengers while riding on transit system.
- Keeps route on schedule based on assigned route.
- Collects fares from general public utilizing transit system.
- Monitors schedules of passengers, vans & buses. Coordinates passenger transportation on van or bus, recommending scheduling when possible.
- Records data on services delivered, including fares collected, miles driven, passengers transported, destinations, contract riders transported, and gas/oil used. Monitors condition of van and ensure proper maintenance and upkeep.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High School or G.E.D.
- One year experience in driving a van required. (Insurance requires age from 21 to 65.)

Licenses and Certifications:

- Valid Class B CDL Driver's License with passenger endorsement and a satisfactory Motor Vehicle Record (MVR).
- CPR Certification desirable.

Knowledge, Skills, and Abilities:

- Knowledge of the geography of the city and county including major streets and landmarks.
- Knowledge of safe driving techniques.

MINIMUM QUALIFICATIONS REQUIRED: (continued)

Knowledge, Skills, and Abilities (Continued):

- Knowledge of automotive and equipment repair and maintenance.
- Ability to deal courteously and diplomatically with elderly and handicapped members of the general public.
- Ability to follow both written and verbal instructions.
- Ability to provide assistance in boarding and disembarking from vans.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Due to the safety-sensitive nature of this position, incumbents will be subject to random drug testing.

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
