Part time

**Job Description**

 **Transportation Driver – Parks, Recreation and Cultural Services, Transportation**

**SUMMARY**

The Transportation Driver transports older adults to programs, shopping, appointments and medical facilities. Also, performs daily physical checks of the vehicle, operates wheelchair lift, reads and understands GPS and tablet applications, sells punch cards to passengers, reports mechanical problems and performs other duties as assigned.

**SUPERVISION RECEIVED**

Work is performed under the direction and guidance of the Transportation Coordinator and Recreation Supervisor.

**SUPERVISION EXERCISED**

Supervision of Transportation Schedulers and Transportation Drivers

**RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.) To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

* Operate vehicles in accordance with all traffic laws of the City of Novi and State of Michigan.
* Always open doors and oversee safe boarding and de-boarding of passengers on vehicles.
* Maintain a clean vehicle interior and exterior.
* Assist passengers with small packages/bags (but only a few, you are not to make numerous trips back and forth) and/or individual support items if necessary – take to door of their building or home.
* Record daily vehicle maintenance check before first trip in morning (Required by State Law).
* Record mileage at the beginning of the day and end of the day.
* Keep records of trip information as directed.
* Record work hours as directed and check designated box to confirm hours at end of time period every two (2) weeks on AccessMyGov.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

All of the following functions, qualifications, duties, knowledge, skills and abilities are essential. An employee in this class, upon appointment, must have the equivalent of the following:

* Must have or obtain a chauffeur’s license.
* Read and understand dynamic schedules on tablet.
* Values diversity in the work place and in the community.
* Conducts themselves in a manner that is congruent to the City’s Leadership Philosophy and the ICMA code of Ethics.
* Has the ability to uphold the City of Novi’s Customer Service Guarantee.

**QUALIFICATIONS FOR EMPLOYMENT**

Candidates must have a valid chauffeur license, or obtain a chauffeur license, and a clean driving record. Candidate must pass a police background check and a physical exam and drug test administered by a driving company.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Duties entail the ability to drive a vehicle for extended periods of time, operating standard a tablet. Vehicle equipment requiring continuous or repetitive hand/arm movements. Move and lift objects up to 50 pounds such as mail, files and supplies.

While performing the duties of this job, the employee is regularly required to use their hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus. The employee is occasionally required to kneel, crawl, crouch, climb, or stoop. The employee must occasionally lift and/or move up to 50 pounds.

While performing the duties of this job, the employee works in a normal office setting and occasionally transports passengers.

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