

PERSHING COUNTY CLASS SPECIFICATION

SENIOR CENTER BUS DRIVER

DEFINITION

This position is an “Unclassified” position under the direct supervision of the Senior Center Director and requires the ability to drive a bus/mini-van for the purpose of providing transportation to the elderly and disabled persons of Lovelock, Pershing County, Nevada.

DISTINGUISHING CHARACTERISTICS

This position performs a variety of routine and complex transportation work in driving a van, bus or other vehicles and coordinating transportation plans in support of Pershing County Senior Center programs. This position requires independent judgment, initiative, maturity, observation and communication skills, and sensitivity to the needs of others.

EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in italics) are those which are least likely to be essential functions for any single position in this class.

1. Coordinates pick-ups for seniors and drives vehicles for various activities such as transporting seniors for the lunch program, mail, shopping, sightseeing, field trips, etc.
2. Assists passengers with packages and getting on and off van or bus.
3. Maintains an accurate accounting of program participants on a daily basis.
4. Follows safety rules with passengers boarding and exiting vans or buses.
5. Performs daily cleaning/sanitizing of vans and buses, perform safety checks of the condition of the vehicles tires, brakes, windshield wipers, lights, oil, fuel, water and safety equipment to ensure that everything is in working order and delivers to the Pershing County Road Shop for mechanical maintenance when needed.
6. Keeps informed on the latest information, equipment and standards relating to safety and health hazards which may affect the agency's work.
7. Maybe required to deliver meals and perform light paperwork.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and ability

Knowledge of: Considerable knowledge of the safety practices and procedures used in varied working situations and equipment operations; Knowledge of safety laws, codes and regulations for federal, state and local agencies.

Ability: Ability to make appropriate decisions independently and in accordance with established policy; Ability to express ideas clearly and concisely, orally and in writing to use correct English, including spelling, grammar and punctuation; Ability to make effective presentations and training modules in an interesting manner to small and large groups; Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of a diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

Special Requirements

Possession of a valid Nevada State driver's license.

Experience and Training

CPR and First Aid Training/Certificate; Transportation Training, Defensive Driving Techniques.

Physical Demands

Frequent interruptions of planned work activities by telephone calls, visitors, inspectors and response to unplanned events. Dexterity and coordination to handle files, single pieces of paper; occasional lifting and moving with the office with some reaching for items above and below desk level. Occasional lifting of items weighing up to 25 pounds such as books, cartons, files, stacks of papers, or small equipment.

Working Conditions

Generally clean work environment with limited exposure to dust, fumes, odors or noise; periodic contact with angry or upset individuals.

FLSA Status: Non-Exempt

Employees Acknowledgement: I acknowledge that I have read the above description and have received a copy for my records.

Employees Signature

Date Signed

