

Job Title: Aurora Township RIK Driver – Part Time

Department: Ride-In-Kane

Location: 80 N. Broadway, Aurora, IL

Reports to: RIK Manager

Position Details: Non-Exempt, Hourly, Part-Time

Hours: Up to 20 hours between 6am and 5pm, M-F

SUMMARY

Transports seniors and the disabled on scheduled, pre-determined routes and assists with boarding and de-boarding the client. Reports to the dispatcher via radio of any route changes or whenever passengers might require assistance of police, medical or other services. Maintains daily work sheets, completes accident/incident reports when necessary. Maintains the care, cleanliness and safety of the bus. Other duties as assigned appropriate to the functions and title of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Carries out responsibilities in accordance with Aurora Township policies and applicable laws.

- Perform all duties in a courteous and professional manner.
- Consistently follow all Township and Pace safety guidelines and regulations.
- Safely and lawfully operate a Township assigned vehicle/ bus to transport participants.
- Complete all safety vehicle inspections appointments.
- Assist passengers on and off the bus.
- Secure wheelchairs and/or other types of mobility enhancing equipment.
- Report suspected elder abuse to Supervisor.
- Collect fares from passengers. Submit and witness weekly fare box accounting procedure.
- Operate and maintain MDT (Mobile dispatch transmitter).
- Properly complete all daily manifest (arrive and drop-off) paperwork in a timely fashion.
- Responsible for keeping the bus clean both inside and out.
- Attend training sessions.
- Maintains CDL class “C” driver’s license for the state of Illinois with a “P” endorsement up to date and current.
- Performs other duties as assigned appropriate to the title and function of the position.

QUALIFICATIONS

- Class “B” driver’s license preferred
- CDL class “C” driver’s license for the state of Illinois with a “P” endorsement
- Bus driving experience preferred
- Ability to adapt to schedule changes quickly and efficiently.
- Experience with mobility devices preferred
- Previous customer service experience required
- Solid verbal and written communication skills
- Ability to lift 50 lbs. or more
- Bi-lingual ability a plus

REQUIREMENTS

- Must have a valid driver's license for at least one year
- Must pass the Pace Drivers Training Program
- Must be age 21 or older
- Min. of 1 yr. commercial driving exp.
- Cannot have any past felonies
- Submit to a Motor Vehicle Report going back 5 years
- No Class I convictions – manslaughter, leaving the scene of an accident
- No Class II convictions – careless or reckless driving
- No pattern of driving violations on record
- No convictions or suspensions of driver's license while intoxicated or impaired by alcohol or drugs
- Not currently in receipt of a traffic violation
- Must pass DOT Physical, Drug Test and PACE Drivers Training Program and Township training
- Will be subject to the following drug tests: pre-employment, annual, post-accident, random, reasonable suspicion and return-to-duty/follow up

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

Continuously (90-100%):

Use hands to feel, touch, grasp or grip objects or handles; drives a bus, assists passengers.
Talk or hear (normal or corrected)

Continuously (90-100%):

Rotate body from a sitting position, perform repetitive movements, lift, carry, push, or pull up to 50 pounds, walk and move around, reach overhead with hands and arms, stand

Vision requirements of this job include:

Constant observation, peripheral vision

EQUIPMENT USED

Continuously (90-100%):

Operating a motor vehicle, use of chair lifts.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Continuously (70-100%):

Inside a motor vehicle, frequently climbing in and out of vehicle during all types of weather.

Occasionally (Up to 30%):

In an office setting.

REQUIRED PROTECTIVE CLOTHING/DEVICES

Continuously (100%):

Close toed shoes.

Employee Acknowledgment

I have read this job description and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form. I further understand that this job description does not constitute an employment contract with Aurora Township.

Employee Signature: _____ Date: _____