



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

470 Center Street • Building 4 • Chardon, Ohio 44024-1071

JOB OPPORTUNITY #2210-1

Post from Friday, April 23, 2021 until positions are filled

Position: Transit Driver - Part Time (2)

Hours: Vary - as needed, Monday through Friday, 6 AM - 9 PM
Less than 30 hours per week.

Location: 12555 Merritt Road, Chardon

Compensation: \$14.83/Hour

Definition: Under general supervision is responsible for moving clients from pick-up locations and drop-off locations; Works in a close continuing relationship with management and supervisor to identify and relay issues and information related to operational efficiencies; Performs related duties as required.

Qualifications: 21 years of age and five years driving experience; Ability to understand written and oral instructions; Commercial Driver's License preferred but will consider applicant with a valid Ohio driver's license, or its equivalent, if applicant meets physical requirements of the U.S. Department of Transportation.

Duties/Responsibilities/Abilities:

Transports seniors, persons with disabilities, and the general public from pick-up locations to drop-off locations in the safest possible means; Maintains proper communication and operation procedures between vehicles and dispatch; Assists clients on and off the vehicle to ensure safety; Provides door to door service to clients destination; Load and secure different types of wheelchairs; Develops and maintains courteous and professional relationships with clients and agencies and management; Exhibits appropriate behavior through language, positive attitude, dress code and hygiene.

Maintains Drivers Run Manifest; Performs and documents with accuracy the pre-trip vehicle inspection prior to placing the vehicle in service.

Recommends improved routes; Notifies management and supervisor of procedures and/or policies that may have an impact on operational efficiencies; Informs dispatchers of changes in client address and pick-up and drop-off location information.

Knowledge of public transit program standards, the Ohio Motor Vehicle laws, the departmental rules and regulations, and Geauga County roads and locations.

Skill in the safe and efficient operation of motorized passenger vehicles.

Ability to deal effectively with the general public and co-workers, understand written and oral instructions; maintain a variety of records; acquire and maintain CPR, First Aid and Passenger Assistance certifications; hold and maintain a Commercial Driver's license and/or a valid Ohio Driver's License or its equivalent with acceptable driving record; and capable of two-way communication with all vehicles (i.e. radios, cellular telephones, mobile data computing, etc.).

Additional Requirements:

Must be a minimum of 21 years of age with 5 years driving experience.

Must pass (test negative) pre-employment drug and alcohol tests.

Must possess and maintain an acceptable driving record.

This is a safety sensitive position and subject to random drug and alcohol testing.

Must pass criminal background check, including databases, and remain qualified.

Must work flexible schedule based on needs of agency.

Must pass physical qualification requirements of the U.S. Department of Transportation for drivers transporting passengers for hire.

Must not possess a medical or physical condition, including an incurable vision impairment, that may impair safe driving, passenger assistance, emergency treatment, or the health and welfare of a passenger or the general public.

Within 6 months of hire and every 3 years thereafter, must complete a defensive driving class.

Within 6 months of hire, must complete a passenger assistance training course from an approved agency.

Must pass training in first aid and CPR from an approved agency.

Must possess the ability to help the consumer to safely enter and exit the vehicle.

Require mobility to stand, stoop, reach and bend.

Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

Submit resume and ***Application for Employment*** to the Geauga County Commissioners Attn: HR Administrator #2210-1, 470 Center Street Bldg. #4, Chardon, OH 44024. Details and application form at <https://www.co.geauga.oh.us/Notices/Jobs>.