



## POSITION CLASSIFICATION DESCRIPTION

**JOB TITLE:** Shuttle Driver for MoCo Public Transportation

**REPORTS TO:** Transit Manager

**FLSA STATUS:**

**DEPARTMENT:** Montezuma Senior Services

**DIVISION:** Transportation

**LOCATION:** 107 N. Chestnut Cortez, Colorado

**PREPARED BY/DATE:**

**APPROVED BY/DATE:**

**SUMMARY:** We provide a door-to-door, assisted transportation service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned. It is the intention to cross train this position with the Finance Officer.

- Drivers will get out of the vehicle and assist the client from the client's door to the vehicle. From the vehicle to the door of the client's destination. The driver will assist clients with their groceries from the shopping cart to the vehicle and from the vehicle to the client's door. The driver is NOT to enter the client's home for any reason.
- We have a 25# lifting limit. If the client purchases anything heavier than 25 pounds, they will have to handle the bag themselves.
- Drivers are to wear their seat belts at all times. Drivers are to assist clients with the seat belts if needed, make sure all clients wear their seat belts until the vehicle comes to a complete stop.
- Drivers will secure all mobile devices (scooters and wheelchairs) properly, and will assist clients with the seat belt.
- Drivers are to keep the vehicles clean, inside and outside.
- Paper work must be completed correctly daily
- Request for time off, must be submitted at least 2 months in advance.
- Drivers must follow all rules and regulations set forth by Colorado Department of Transportation, and other grantors, Montezuma County Hand Book

**COMPETENCY:** To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving –

Project Management – Ability to keep on schedule.

Technical Skills – Must have a valid driver's license and knowledge of how to do a vehicle inspection, and know when a vehicle needs attention.

Customer Service – Must be courteous to clients and other employees.

Interpersonal - Maintain confidentiality.

Team Work - Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Written Communication - Writes clearly.

Quality Management - Looks for ways to improve and promote quality in our service.

Consciousness – Must be conscious of surroundings and unusual behavior of clients.

Innovation - Share ideas of how to improve our services with supervisors.

Planning/Organizing - Uses time and resources efficiently.

Safety and Security - Observes safety and security procedures

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** Must have at least 5 years of driving experience and have a clean driving record.

**LANGUAGE ABILITY:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine accident/incident reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATH ABILITY:** Ability to calculate figures and time sheets correctly.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving the behavior of clients on your vehicle.

**COMPUTER SKILLS:** Basic computer skills

**CERTIFICATES AND LICENSES:** Must have a valid Colorado Driver's license and a clean driving record.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee, will be exposed to outdoor weather conditions. They will be expected to drive in adverse weather conditions. The work environment can be demanding.

**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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

## **USE OF THIS JOB DESCRIPTION**

***THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.***

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received the Human Resource Assistant Office job description dated 7/31/2014. I understand that I am to become familiar with its contents.

\_\_\_\_\_  
Signature of Employee

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Name of Employee

\_\_\_\_\_  
Date