

CITY OF BURBANK

TRANSPORTATION SERVICES DRIVER

DEFINITION

Under direction, to drive a multi-passenger vehicle to provide transportation services for senior citizens and disabled persons; collects and accounts for fares; and to do related work as required.

ESSENTIAL FUNCTIONS

Transports citizens 60 years of age and older and disabled persons; drives a multi-passenger vehicle and/or an orthopedic vehicle equipped for wheelchairs and walk-on passengers; assists passengers in and out of vehicles and carries packages; provides special attention to seniors with canes, walkers, wheelchairs, and eyesight problems; collects fares and issues receipts upon request; does daily vehicle housekeeping maintenance and safety checks; maintains statistical records and logs; greets passengers and responds to inquiries; transports passengers in a timely manner.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - traffic regulations and the Motor Vehicle Code; city streets and public places; basic mathematics; effective customer service techniques; individual and personal needs of the elderly and disabled.
- Skill in - the safe operation of a van or small bus.
- Ability to - read City maps; physically assist ambulatory and wheelchair bound passengers; follow radio dispatched directions; tactfully and effectively communicate with the public; perform simple mathematical computations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: A satisfactory driving record.

License & Certificates: A valid California Class "B" driver's license with Passenger Endorsement or equivalent at time of application. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services Department, within one month of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualification: Graduation from high school or G.E.D. high school equivalent.