

PASSENGER VAN OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for operating a twelve to fifteen passenger van to transport passengers safely and in accordance with all rules and regulations of the department as well as all Motor Vehicle and Traffic Laws. It is the responsibility of the Van Operator to be courteous and calm in stressful situations which may occur in the performance of their duties. Work is performed under general supervision. Assignments and instructions are received from Dispatchers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Drives a van to transport passengers to and from work, on errands, to medical appointments, etc.;

Identifies the most direct route for meeting the day's schedule, making sure that all passengers are picked up and dropped off on time for their various appointments;

Remains alert to passengers' conditions (who may be elderly, mentally or physically disabled) and responds calmly and quickly to any incident that may occur in transport;

Assists passengers getting on and off the van;

Operates hydraulic lift for passengers using wheelchairs, and makes sure that wheelchairs are securely buckled in place when operating a vehicle so equipped;

Conducts pre-ride vehicle maintenance check of lights, horn, wipers, instrument panel, tires, lug nuts, and hydraulic lift. Checks that flares, fire extinguisher, portable step and first aid kit are on board;

Cleans van interior if necessary;

Maintains records of time and miles logged in-route;

Reports any vehicle problems to mechanics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the geography of the area;

Good knowledge of driving safety and Motor Vehicle Traffic Law and regulations;

Ability to keep basic numerical records;

Ability to understand and follow oral and written directions;

Ability to establish rapport with the passengers;

Ability to operate a motor vehicle transporting passengers;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: NONE

SPECIAL REQUIREMENT: Possession of an appropriate level New York State Operator's license.