



Town of Oro Valley Classification Description

Title: **TRANSIT DRIVER**

Department: Public Works

Job Code: 3430 (19 or less); 3431 (PT); 3432 (FT)

Salary Grade: 101

FLSA Status: Non-Exempt

POSITION SUMMARY:

Under close supervision, transports elderly and disabled residents from homes to scheduled appointments or locations in a safe, timely manner.

ESSENTIAL JOB FUNCTIONS:

- A. Transports elderly and disabled residents from homes to scheduled appointments or locations in a safe, timely manner.
- B. Secures wheelchairs or mobility aids, assists passengers entering or exiting a vehicle and escorts to location door.
- C. Inspects and cleans vehicles prior to and after shifts.
- D. Completes paperwork of daily routes and documents incidents while on duty.
- E. Maintains fuel in vehicle.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of customer service methods and techniques.
- Ability to use cell phones, tablets and computers.
- Skill in safely operating Town vehicles.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- No previous work experience is required.
- Clean driving record.
- Must possess at time of application and maintain an Arizona driver's license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.

SPECIAL REQUIREMENTS:

- This position is considered Safety Sensitive position and is subject to Drug and Alcohol testing as required by FTA CFR 49.