

Unified Human Services Transportation System, Inc.

Title: Operator

Reports: Dispatcher

Description: Works under the direction of Dispatchers and is ultimately responsible to the Director of Transportation and Executive Director. Responsible for the safe, prompt, and courteous service to all clients transported in vehicles of the Agency. Position is classified as non-exempt (hourly).

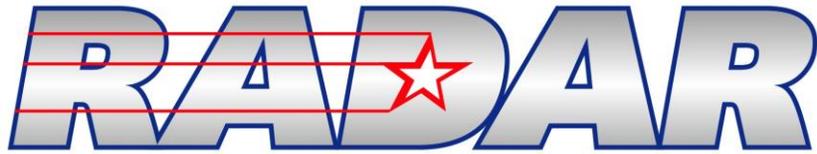
Major Duties and Responsibilities:

1. To operate Agency's vehicles and provide the safest transportation possible. Agrees to obey all local and state laws governing motor vehicles.
2. To assist when necessary, elderly and disabled individuals on and off vehicles. Customer Service is priority.
3. Wash and clean vehicles inside and out, as needed.
4. Responsible for keeping records and making reports as required by this position.
5. To know the condition of their vehicles at all times and to see that vehicles are properly maintained.
6. Attend training sessions and master training materials and procedures.
7. Have the ability to follow instructions and procedures that have been established by the Agency.
8. Perform other duties assigned.

Personnel Supervised: Non-Applicable

Reports:

Trip Sheets / Manifest
Accident Reports
Pre/Post Trip Inspections
Signature Sheets



Qualifications:

1. Must have reached their 21st birthday.
2. Minimum Education: The completion of a standard high school (diploma) or GED.
3. Prior transportation experience highly desirable, especially in Paratransit.
4. Must be free of major physical defects such as to eyes, legs, arms, with sound mind and good hearing. Must be able to pass a DOT Physical prior to employment.
5. Must have a valid Virginia Driver's License.
6. Must have a good driving record and must present evidence from DMV before hiring. The driving record must meet the qualifications as outlined in RADAR's Personnel Policy Manual under Driving Record. No Reckless Driving / DUI convictions within the last 5 years. Must have POSITIVE points.
7. Must pass a criminal background check. This record must be free of any Felony convictions.
8. Must be able to pass a D.O.T. drug test before hiring and agree to meet all regulations as outlined in the Agency's Drug and Alcohol Manual (prior to employment).
9. Must be able to pass a Virginia Department of Social Services Child Protective Check (prior to employment).