

WE RESERVE THE RIGHT TO CONSIDER POLK COUNTY EMPLOYEES FOR PROMOTION OR TRANSFER PRIOR TO CONTACTING PERSONS NOT EMPLOYED BY THE BOARD OF COUNTY COMMISSIONERS.

TRANSPORTATION DRIVER

Job Order # 10379

Note: This is a part-time, temporary position and is not eligible for Polk County BoCC benefits.

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

POSITION DUTIES: Semi-skilled work in the operation of automotive equipment in transporting ambulatory and non-ambulatory clients. Operates multi-passenger van, specially equipped handicap bus, station wagon or other county vehicle transporting ambulatory and non-ambulatory clients to Community Healthcare Services, area health clinics, private physicians and various necessary shopping areas and other scheduled stop/pick-up areas.

Appropriately secures passengers in the vehicle and drives with due caution to avoid any unnecessary motions that may be detrimental to passengers.

Provides transportation of county residents during evacuation caused by adverse weather or other threatening conditions. Refuels vehicles and performs general maintenance checks, cleaning interior and exterior of vehicles. Advises supervisor of any mechanical problems. Checks and picks up daily route schedule. Verifies eligible clients' Medicaid numbers, addresses, and other pertinent/required log information. Reviews route schedules. May perform dispatching duties as assigned. Completes required logs and reports. Some experience in the operation and routine maintenance of transportation vehicles. Knowledge of radio dispatching/two-way radio equipment. Knowledge of defensive driving procedures. Knowledge of and ability to administer Red Cross First Aid techniques. Ability to make minor emergency repairs to motor driven equipment. Ability to learn and perform CPR techniques. Ability to read and write. Ability to follow oral and written instructions. Ability to read a map. Ability to work effectively with employees and assist the public cooperatively and courteously. Ability to see, talk, hear sounds at a normal level, ambulate independently, drive from location to location, bend, stoop, climb up and down steps, sit and stand. Using proper body mechanics, may be required to lift and carry one end of a stretcher holding clients weighing an average of 150 pounds. With assistance, may be required to help lift stretchers with an upward range of 300 pounds infrequently, not including the weight of the stretcher. Ability to exert a force of no more than 45 pounds frequently, and/or in excess of 20 pounds of forces constantly to move objects. Ability to follow oral and written instructions. Ability to read a map. Ability to complete related reports, logs and schedules. Ability to work effectively with employees and assist the public cooperatively and courteously. Knowledge of the physical and psychological handicaps of clients. Ability to work effectively with employees and assist the public cooperatively and courteously. May be required to install bus stop signs and benches using shovels, post hole diggers and other hand tools; clear brush for the bus stop areas using weed eater and other hand tools, remove refuse from bus stop areas and grounds by hand or a litter stick. Clean bus stop shelters. May be required to install bus stop signs and benches using shovels, post hole diggers and other hand tools; clear brush for the bus stop areas using weed eater and other hand tools, remove refuse from bus stop areas and grounds by hand or a litter stick. Clean bus stop shelters.

Performs related duties as required.

MINIMUM QUALIFICATIONS: Graduate of an accredited high school or possess an acceptable equivalency diploma and have some experience in the operation and routine maintenance of related automotive equipment. Must have a valid Florida driver's license and be able to secure a valid Florida Class AC= CDL license with passenger endorsement at the time of employment in this classification, **or** license must be obtained during the first four weeks of training at the employee=s expense. A comparable amount of related training and experience may be substituted for the minimum qualifications.

SPECIAL REQUIREMENT: Must have a home telephone at the time of employment and maintain during employment as employee is subject to call out. Applicant is required to complete an Affidavit of Good Moral Character and a background review conducted by the Florida Department of Law Enforcement (FDLE). Must have a good driving record and must not, within the past three years, have been convicted of reckless driving or driving under the influence of alcohol or controlled substances and have not had a driver=s license suspended under the point system provided for in F.S. 322. Transit Services operates Monday thru Saturday and when public fixed route systems are in operation. Transit Services drivers may be scheduled to work non-standard shifts. The Transit Services Division is responsible for assisting in the Emergency Management Operations for Polk County in the event of an emergency such as a hurricane. The Transit Services Division staff may be called upon to provide transportation for clients.

JOB LOCATION: Transportation, Transit Services, Polk County Wide

WORK SCHEDULE: On-call, 24 hours/day, Monday-Saturday

HIRING RATE: \$ 10.35 per hour

CLOSING DATE: Pending **dpmbf:** Pending (sm)

Interested applicants and employees should complete a Polk County Application for Employment no later than the closing date indicated above.

Applications may **only** be made electronically on the Polk County BoCC website @

www.polk-county.net

POLK COUNTY BOARD OF COUNTY COMMISSIONERS, PERSONNEL

(863) 534-6030

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/VP