



JOB OPENING

Troup County Government

REVISED SALARY

Position:	Dept:	Salary:
Van Driver (Part-Time)	Parks & Recreation	\$ 12.00/Hr

This position is responsible for safely operating a passenger van for county residents along different designated routes.

Qualifications/Knowledge:

- ⇒ Must be at least 21 years of age
- ⇒ Must have a current, valid driver's license and current (no older than 1 month) 7 year Motor Vehicle Report
- ⇒ Driving record must be free of disqualifying traffic violations as set forth in County guidelines
- ⇒ Skill in operating specialized van, wheelchair lifts, two-way radios and safety equipment
- ⇒ Skill in dealing with the public and providing customer service
- ⇒ Skill in working with the elderly and disabled persons
- ⇒ Knowledge of County facilities and locations of scheduled stops
- ⇒ Must be able to read, write and perform basic mathematical calculations
- ⇒ Prior experience preferred but not mandatory

Essential Duties and Responsibilities:

- ⇒ Operates specialized van and drives to various loading areas so that passengers can board
- ⇒ Ensures all state, federal, and local safety regulations and operating procedures are followed
- ⇒ Conducts a pre-trip and post- trip safety inspection of the vehicle (i.e. checks the brakes, tires, lights, wipers, and wheel lift if one is on the vehicle); conducts a walk around inspection for body damage; reports equipment defects and problems to dispatch
- ⇒ Ensures proper use of equipment and adherence to policies and procedures to promote effective operations for the protection of passengers and property
- ⇒ Operates wheelchair lift and secures wheelchair passengers as required
- ⇒ Maintains a clean and neat appearance at all times and treats all passengers with courtesy; assists passengers boarding and de-boarding the van when needed
- ⇒ Completes various state and federal ongoing training requirements
- ⇒ Completes all required paperwork and reports (i.e. pre-trip and post trip maintenance forms, daily schedule of appointments, mileage, and gas use, etc.)
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job# 08152018 Van Driver

PT

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosely

Eric Mosely, County Manager

Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace

