

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2014 - 004**

**POSITION:** TRANSIT DRIVER  
**DEPARTMENT:** P.A.T./SENIOR CITIZENS  
**STATUS:** NON-EXEMPT  
**REPORTS TO:** SENIOR CITIZEN/P.A.T. COORDINATOR  
**SHIFT:** FULL-TIME, REGULAR (40 HOURS)  
**SALARY:** \$8.55 PER HOUR

**GENERAL DESCRIPTION:**

This job is subject to supervision by the Coordinator of the Portales Senior Citizens Center and requires a person able to operate a mini-bus/van, transporting passengers in a safe, timely, and courteous manner. Work involves, in addition to driving the vehicle, a daily inspection of the vehicle, keeping it clean and ready. Schedule will be determined by the public's demand for transportation service and will change accordingly. Requires a willingness to work some weekends, evenings, or beyond normal work hours as necessary.

**TASKS AND RESPONSIBILITIES:**

Although the following are typical of the tasks and responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned

1. Attend in-service safety briefings and training sessions.
2. Attend all in-state training sessions to become certified in Passenger Assistance and Safety; trainings include Wheelchair Securement, Evacuation Procedures, Blood borne Pathogens, Dealing with Difficult Passengers, etc.
3. Operate vans over a designated route or in response to dispatched calls.
4. Must have knowledge of city grid to enable efficient routing.
5. Must be able to assess each passenger's situation and determine the level of assistance needed and safely provide assistance with boarding and unloading.
6. Receive and log fares as established by policy.
7. Maintain driver's log and records as required.
8. Complete and log thorough pre-trip vehicle inspections, reporting all deficiencies.
9. Provide light preventative vehicle maintenance.
10. Maintain good customer relations.
11. Work staff dispatch desk in the absence of dispatcher/supervisor.
12. Learn 10 codes and proper mobile radio techniques.
13. Maintain the appearance of the vehicle inside and outside.
14. Assist with building custodial duties as needed.
15. Maintain professional personal appearance by caring for and wearing uniforms properly.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. High school diploma or GED required.
2. Six (6) months work experience which demonstrates an ability to operate large vehicles, preferred.
3. Ability to operate a multi-passenger vehicle in a safe manner; must have good driving skills.
4. Defensive Driving Certification and CPR/First Aid Certification are preferred.
5. Good computer skills preferable.
6. Must have a current New Mexico Driver's License and a good driving record.
7. Ability to work with minimum supervision.

**WORK SCHEDULE:**

The regular work week is up to 40 hours per week. Schedule of hours will depend on the public's demand for transportation. Additional time may be required after regular hours. Schedule to be established by Coordinator.

**DEADLINE TO SUBMIT REQUIRED APPLICATION: Position to remain open until filled, review March 4, 2014 BY 5:00 PM. EOE**