



# Greater New Haven Transit District

840 Sherman Avenue, Hamden, CT 06514

Phone: 203.288.6282 Fax: 203.288.7471

## **Job Description**

Position Title: **Paratransit Driver**  
Type: **Part Time/Full Time**  
FLSA Status: **Hourly – Non-Exempt / Union**  
Department: **Operations**

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### **Purpose:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by an incumbent in this position. This position may be required to perform job related tasks other than those specifically presented in this description. The description is not a contract or guarantee of any kind, can be changed or eliminated at any time and does not alter the at-will status of all non-contractual employees.

### **Summary of Positon:**

Under the direction of the Associate Manager of Operation, perform a variety of duties necessary to ensure the safe and efficient transport of our clients.

### **Essential Duties:**

1. Operates authorized vehicles from point to point within the service area and within prescribed time limits based on computer manifest and/or bus schedule and add-or orders for passenger pick-ups and drop-offs.
2. Provide courteous and professional passenger assistance, including physical assistance to mobility impaired passenger, as well as door to door pick-ups and drop-offs. Operate wheelchair lifts and mobility scooters expertly to facilitate clients in boarding and un-boarding the vehicle using skills acquired through training and established procedures.
3. Communicate with the dispatcher over the radio and/or mobile device and other equipment to facilitate trip assignments and other dispatching functions including, but not limited to any mechanical problem, road blockage of weather condition barriers.
4. Performs pre and post trip vehicle inspection according to regulatory, contractual and training requirements. Prepares vehicle reports and other routine and incident reports.
5. Maintains record of number of passenger's transported. Courteously answer client questions and provides them with transit route, fare and schedule details. Follows cash fare collection procedures to book and collect payments from clients.
6. Report any accident, incident or unusual occurrence to the dispatch office immediately through radio communication system.

### **Minimum Qualification Education and/ or Experience:**

High school education or GED and 1 (one) year of professional driving experience. Knowledge of Motor Vehicle Laws. Current CT State License with applicable endorsements.  
Current CT DOT medical examiners card.

### **Skills and Abilities:**

1. Must comply with safety sensitive drug and alcohol requirements
2. Demonstrate excellent and safe driving skills in a customer service oriented manner.
3. Ability to complete all required training programs and pass all applicable skills test including; Driver Course, Disability Awareness, Passenger Ability to safely operate larger vehicle and hydraulic lifts.

4. Demonstrated ability to communicate effectively.
5. Ability to read and write and speak English Must be able to utilize maps computerized navigation tools.
6. Ability to keep accurate records. Basic math skills including addition, subtraction and multiplication.
7. Ability to ensure rider fares are accurate and match manifest.
8. Ability to operate larger vehicles and hydraulic lifts
9. Ability to work independently, to exercise good judgement and to request assistance when appropriate.

**Physical Requirements:**

The physical demands of this position are those that must be met by an employee to successfully perform the essential functions of the job with or without reasonable accommodations Employees in this position must have the ability to: 1. Sit for extended periods of time. 2. Drive for extended periods of time. 3. Able to push, pull and tie down wheelchairs as well as maneuver wheelchairs up or down ramps. Hear and understand speech at normal levels and on the telephone. 4. Speak so that others may understand at normal levels and on the telephone. 5 Be able to help consumers up to 300 pounds in and out of vehicle. 6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height. 7. A signed medical clearance by your physician prior to employment. GNHTD reserves the right to request a medical clearance at any time while employed.

**Work Environment:**

Employees in this position will be required to work outdoors and in provided vehicle. Noise levels in the environment are usually moderate.

***GNHTD is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, national origin, age, marital or veteran status; disability; genetic status, or any other legally protected status.***

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_