

Northeast Kansas Area Agency on Aging  
Transportation Driver

**JOB OBJECTIVES:** Operates ADA accessible vehicles designed to transport passengers within Brown County and surrounding counties. Provides limited physical assistance as needed to passengers in, out and while on the van. Driver will work a flexible schedule "On Demand" vans within the county of Brown and surrounding counties. Northeast Kansas Area Agency on Aging General Public Transportation (NEKAAA GPT) is "First Come, First Served" General Public Transportation. Driver will transport passengers of all ages including the elderly and disabled.

**STATUS:** Non-Exempt  
**REPORTS TO:** Transportation Coordinator  
**HOURS OF WORK:** Flexible to meet the coverage of vehicles on duty

❖ **ESSENTIAL DUTIES:**

- Complies with all countywide and departmental policies and procedures
- Obeys all traffic laws while driving vehicle
- Drives vehicle defensively
- Consistently maintains assigned time schedule
- Communicates using a cell phone
- Receives assignments and direction from dispatch
- Follows departmental procedure for transporting wheelchair passengers
- Responsible for reconciliation of fare receipts
- Maintains passenger log
- Provides assistance to paratransit passengers
- Assists paratransit passengers with packages per department policy and procedure
- Inspects vehicle as required by department policy and procedure
- Maintains adequate fluid levels
- Maintains vehicle in a clean and safe manner
- Responsible for washing and cleaning vehicle
- Maintains daily records as required in department policy and procedures
- Reports accidents or incidents immediately using appropriate procedure and paperwork
- Advises Safety Maintenance Coordinator when vehicle needs repairs or non-scheduled maintenance
- Confers with dispatch if passenger is perceived to be unsafe to transport (i.e. sick, injured, intoxicated)
- Performs related duties as required or requested

❖ **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent
- Valid driver's license
- Must possess a Department of Transportation Medical Certificate or obtain one upon employment
- Flexibility and availability to work unusual hours, split shifts, weekends and holidays, as needed
- Ability to use good judgment and common sense, making decisions under pressure
- Ability to work effectively as a team member
- Have empathy and patience

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DISCLAIMER STATEMENT: The job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the position description provided that such duties are characteristic of that position.

I have reviewed the content of the above job description with my supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed the work responsibilities outlined by the position description with the above employee.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_