



POSTING DATE: June 23, 2016 until filled

POSITION & PROGRAM: Vehicle Operator

QUALIFICATIONS: High School diploma or equivalent. Satisfactory completion of all required vehicle operator training sessions. Possess and maintain a valid Ohio driver's license with less than 3 violations on record at any time to retain eligibility for fleet insurance coverage carried by the Board. Must maintain such license. Must be physically able to lift, carry and move consumers, including children, adolescents and adults in a safe manner. Must satisfactorily pass a post-offer medical physical demands analysis at time of hiring and annually thereafter as part of the annual driver's medical examination. Must obtain and maintain first aid and CPR certification. Must be capable to deal effectively with crisis situation in a calm, efficient manner. Must pass pre-employment drug and alcohol testing as well as periodic on-going random drug and alcohol testing. Satisfactory criminal background and Abuser Registry checks

PREFERRED QUALIFICATIONS: Two (2) years' experience as a vehicle operator in a public school system or developmental disabilities program.

DUTIES:

- Operates passenger van or mini-bus or other Non – CDL vehicles for the purpose of transporting passengers to and from programming and/or to recreational activities and field trips.
- Performs daily pre-trip inspection of vehicles operated. Reports any deficiencies to immediate supervisor for maintenance and/or repair. Schedules repairs in conjunction with supervisor.
- Operates vehicles in accordance with applicable rules and regulations including but not limited to those promulgated by the Ohio Department of Transportation, Department of Education and Department of Mental Retardation and Developmental Disabilities and the U.S. Department of Transportation.
- Acts as important liaison between the program and the family or caregiver since contacts are usually on a daily basis. Maintains positive relationships with families and caregivers.
- Monitors and assists riders with safety precautions including but not limited to improper standing, remaining in seats, use of seat belts, locked wheelchair clamps, and eliminating throwing items in the vehicle or through windows.
- Assists in loading and unloading of passengers, ensuring that passengers delivered to their place of residence or day program are sufficiently transferred to/from the home caregivers or other employees when deemed necessary based on consumer ability issues to ensure safety of the passengers.
- Monitors behavior of children and adults on vehicle. Encourages appropriate behavior as necessary within guidelines established by Board policy and training sessions. Participates in other training as required.
- Participates in consumer IEP/ISP meetings, when requested, and implements behavioral programs for consumers including completing required documentation.
- Reports any safety issues to supervisor.
- Prepares, maintains and submits reports for mileage, fuel usage, repairs and maintenance. Completes reports on any behavior problems, incidents, accidents or illness as specified in the driver's handbook.
- Provides emergency first aid and CPR as needed and evacuates vehicle and handles other circumstances of a critical or emergency nature.
- Available for extra duty for field trips, trips to the maintenance garage and any other additional transportation needs.
- Performs other related duties as assigned.

HOURS: Variable between 5:30a.m. and 6:00p.m., Monday through Friday. (244 days)

SALARY: Commensurate with experience.

CONTACT: To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume, however, the RTI application **must** be completed.

FLSA: Non-exempt from overtime.

Email: Adrienne.wadsworth@riversidedd.org