

JOB TITLE: Paratransit Operator - Adams County

COMPANY NAME: rabbittransit

COMPANY LOCATION: 257 N. 4th Street Rear Gettysburg

JOB STATUS: Part-Time

JOB DESCRIPTION:

Gettysburg based job....Drive our smaller Paratransit vehicles in a DAYTIME, Part-time, Year Round position, opportunity to pick up additional hours, if so desire! Vehicle Pick Up location: 257 N. 4th St. Rear Gettysburg, PA 17325 2 Positions open currently. Schedules open presently: Schedule 1) Mon thru Thurs 10:30 AM – 5 PM including 1 Sat every 13 weeks working 4 AM – 5 PM with several floating breaks on this day. Average: 26 Hours/Week with Option for more hours, if so desire, by covering other runs. -- or -- Schedule 2) Wed thru Fri 5:30 AM - 5 PM including 1 Sat every 13 weeks working 4 AM – 5 PM with several floating breaks on this day. Average: 29 Hours/Week with Option for more hours, if so desire, by covering other runs.

Regular Driver's License Required, CDL Preferred but WILL TRAIN to obtain CDL B with Passenger Endorsement and Air Brake Restriction Lifted! Don't miss out on this great DAYTIME Part-time Gettysburg Driving opportunity! The driver is responsible for operating a van/bus to transport passengers in a safe and courteous manner according to the daily manifest. The driver is responsible for driving defensively and reacting to emergency situations to ensure the safety of the passengers and the safety of the general public. Work includes completion of vehicle inspections, maintaining accurate records, assisting passengers as required including wheelchair securements, receiving and accounting for fares, radio communications, following emergency procedures, and other activities as assigned by the Operations Manager. The driver is responsible for meeting all attendance requirements according to bid, policy, and safety emergency response situations. CPTA is the County Emergency responder. Available for forms of Adams transportation systems as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: 1. Prepares for daily run by reporting to dispatch at scheduled time, in physical condition to fulfill the essential functions of driving a vehicle and adhering to the dress code. Obtains assignment, reviews any posted notices, and communicates any irregularities to dispatch. 2. Ensures vehicle is safe and reliable prior to operation by conducting an inspection and performing daily pre- and post-trip inspection checklist and completing a non-compliance report and returning it to the Dispatcher or Supervisor for resolution if necessary. 3. Provides public transit services by safely operating assigned vehicle to pick up and deliver passengers in a courteous and professional manner in accordance with manifest and under all weather, traffic and passenger load conditions. Works variable shifts, irregular hours and is available for work/overtime in accordance with bid, policy, and safety emergency response situations. 4. Maintains safe conditions by complying with traffic regulations; observing traffic conditions; avoiding dangerous situations, and enforcing passenger safety/conduct rules. 5. Complies with all ADA mandates by assisting with boarding and departing passengers with disabilities including the operation of wheelchair lifts and

securing devices according to policy and procedure. 6. Represents the Authority in a professional and positive manner and ensures a positive passenger experience by listening to complaints regarding delays or problems encountered in the provision of services. Answers questions from passengers regarding fares, schedules and routing. Regulates heating, cooling and ventilation systems for passenger comfort. Maintains the vehicle interior in a neat condition during service operation. Keeps all passenger information confidential. 7. Assists passengers requiring aid (including elderly individuals, individuals with hearing and sight impairments, physically/developmentally disabled individuals, etc.) by helping them board or depart from the vehicle, assisting them with packages, securing wheelchairs, informing all passengers that seatbelts must be worn on all vehicles where available. Waits according to procedures and policy for passengers to board and when exiting to enter a building before proceeding to the next assignment. 8. Follows proper emergency procedures in the event of an accident, safety, and or passenger incident by following established procedures including, but not limited to, notifying dispatcher or supervisor, securing accident/safety incident scene, tending to passengers, obtaining witness cards, deferring media statements to proper channels, and completing an accident report. Reports any undesirable behavior of a passenger to the Dispatcher/Supervisor. 9. Ensures proper receipts to the Authority by collecting fares according to established fare categories, completing ridership forms for times of arrival and mileage at each point of pickup or drop-off, documentation of cancels or no shows, keeping daily mileage, records of gas/oil purchases, and operator's daily vehicle report. 10. Ensures operation communications and resolutions in accordance with Federal Communications Commission guidelines by utilizing two-way radio to contact dispatch to timely and accurately report all irregularities, delays, accidents, incidents, requests for emergency maintenance, and safety/operation problems as they occur, preparing written report of event. Listens and complies with all communications/directions from dispatch. 11. Maintains driving knowledge and skills by participating in safety and related training programs that are made available. 12. Ensures compliance by complying with CPTA's policies and procedures and local, state and government regulations. Maintains regular attendance and performs duties and responsibilities as assigned. Responds as needed for emergency situations and maintenance of service. 13. Contributes to the team effort by training assigned employees, participating in problem solving methods, and maintaining a cooperative relationship with coworkers and management.

JOB QUALIFICATIONS:

Requirements listed represent the knowledge, skill, and/or ability, mental/physical demands and work environments required to perform the essential job functions. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions if it does not present an undue hardship. Essential Qualifications: -HS degree or equivalent; job related experience preferred. -Must meet hiring qualifications including but not limited to, minimum of 21 years of age, acceptable driving record and background verification in accordance with CPTA standards. -Ability to apply critical thinking and common

sense understanding to carry out transportation services. -Ability to keep mentally alert and maintain concentration. -Knowledge of safe driving practices and demonstrated ability to operate and drive transit vehicles in a safe manner. -Ability to understand and adhere to Authority rules, procedures, directions, funding guidelines, and PA DOT/traffic regulations. - Good attendance; ability to work bid runs; variable shifts, irregular hours. Available for work/overtime in accordance with bid, policy, and response to emergency situations. - Demonstrated customer service orientation with the ability to deal courteously, sensitively, and effectively with the public. Adherence to regulations; harassment/discrimination policy/guidelines. -Ability to operate communication and other designated automated equipment. -Ability to manage one's own time and to follow a schedule to meet deadlines. - Ability to actively listen, communicate effectively and follow oral and written instructions that are given in English. Ability to complete records. Ability to work with diverse customers. -Ability to enforce all CPTA rules and procedures with passengers. PHYSICALS, CERTIFICATES AND LICENSES REQUIRED: -Possession of a valid PA CDL Class "B" or "A" with Air Brake and Passenger endorsements -Negative drug testing – subject to random alcohol and drug testing - DOT physical PHYSICAL/MENTAL DEMANDS & WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. -Majority of time is spent in vehicle. Regularly exposed to vehicle noise, fumes, drafts, etc. when vehicle is in operation. Regular exposure to elements such as rain, snow, high or low temperatures. -Work involves extended periods of sitting, regular standing, walking and crouching, stooping, kneeling, pushing, pulling. -Use of legs and body torso to climb steps in bus, assist passengers when necessary and maintain body equilibrium to prevent falling when working on slippery surfaces during winter months and all weather conditions. -Ability to do lifting, securing and maneuvering objects such as wheelchairs with passengers with a broad range of body weights. - Requires continuous use of hands, arms, feet, and legs to push/pull or activate essential controls (pedals, levers, and knobs) in recurring operational motions. Right and left side of body is used in steering, opening and closing doors, assisting passengers into and out of vehicle, carrying bags of groceries and related tasks. -Requires the capacity to hear and ability to speak normal conversation in clear English. -Must have good vision and depth perception. -Requires the ability to have a good demeanor, behavior and rapport with public under stressful or emotionally charged situations and to communicate with elderly and disabled clients. -Requires the capacity to apply common sense understanding of controlling procedures and policies to carry out transportation services. -Must have the physical/mental ability to quickly assist passengers and maintain composure in times of emergency or passenger incidents. -Ability to keep mentally alert and maintain concentration to ensure defensive driving techniques are used and to react to situations. -Must be able to maintain regular and acceptable attendance at the employer's standards to meet position requirements. Must be able to work variable shifts, irregular hours and is available for work/overtime in accordance with bid, policy and response to emergency situations. SAFETY: -Position requires that employee conducts all tasks in a safe and

efficient manner complying with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified by CPTA for use in a particular area or with a client. The employee must identify and familiarize himself/herself with the Safety and Security Plan and with specific safety and security requirements for his/her working area. Employee must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others. The Authority is an equal employment opportunity employer.

WORK SCHEDULE: Daytime

APPLY AT: <http://rabbittransit.iapplicants.com/ViewJob-765633.html>