



POSTING DATE: June 23, 2016 until filled

POSITION & PROGRAM: Vehicle Operator Aide

QUALIFICATIONS: High School diploma or equivalent. Must satisfactorily pass a post-offer medical physical demands analysis and consistently maintain ability to pass such testing. Satisfactory criminal background and Abuser Registry check. Possess valid Driver's License.

PREFERRED QUALIFICATIONS:

Two (2) years' experience as a vehicle aide in a public school system or in a developmental disabilities program.

DUTIES:

- 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. Provides assistance to non-ambulatory children and adults and operates non-bus fleet equipment (vans) intermittently.
- Provides assistance to the Vehicle Operator in the overall safe operation of the vehicle. Assistance includes but is not limited to assisting the Vehicle Operator to stop and move the bus in traffic, assisting with backing the bus, ensuring all equipment in the bus including doors and lifts are secured for the bus to be in motion.
- 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.
- Assists riders with personal needs such as clothing, illness, school bags, etc. Interacts with riders to provide a pleasant atmosphere on the vehicle and exhibits a genuine interest in their wants and needs. Assists in cleaning inside of vehicle.
- 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.
- Monitors behavior of children and adults on vehicle. Encourages appropriate behavior as necessary within guidelines established by Board policy, training sessions and instructions from the vehicle operator.
- Participates in other training as required.
- Performs other related duties as assigned.

HOURS: 7:00 a.m. to 9:00 a.m. and 2:30 p.m. to 4:30 p.m., Monday through Friday. (244 days). Intermittent works as needed.

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.

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