

NATURE OF WORK IN THIS CLASS:

Employees in this class perform skilled work in the operation of buses and/or vans designed for wheelchairs and other medical or mobility equipment in non-emergency transport of persons with disabilities and others to and from pre-determined locations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Utilizes technology to operate Transportation Management System using tablet to manage paratransit riders manifest and data gathering requirements mandated by the Federal Transit Administration.

Performs pre/post daily operational inspection; cleans and services assigned vehicle and reports mechanical repairs as required.

Operates various ADA compliant buses and vans, as assigned, safely, in all types of weather and traffic conditions.

Transports individuals with disabilities and other riders according to driver daily manifest, which includes designated pick-up and drop-off locations and times.

Assists paratransit riders in boarding and exiting paratransit vehicles safely; assists passengers in fastening wheelchairs and other medical and mobility equipment safely,

Collects bus fare cash and/or tickets of paratransit and fixed route riders.

Ensures proper two-way radio etiquette at all times.

Notifies dispatch of passenger issues, service delays, accidents incidents, unusual occurrences and bus mechanical/electrical trouble.

Ensures discipline, safety, and comfort of passengers; enforce rules and regulations on the bus.

May provide briefing to riders as required.

Receives on-the-job training in first-aid, passenger discipline, defensive driving, passenger assistance, and other training as required.

Affords riders with safety supplies and materials to ensure their safety from diseases and medical dilemmas.

May perform other assigned duties directed by the leadership and management of Guam Regional Transit Authority.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of transit operations.

Knowledge of the traffic laws, regulations and safe driving practices.

Knowledge of Guam's geographical locations: major routes, village names, street names, businesses, and familiar landmarks.

Ability to maintain discipline, safety and comfort of passengers.

Ability to analyze changing situations in the field and provide timely solutions.

Ability to learn and apply rules, regulations practices and procedures of para/transit service operations.

Ability to drive long hours.

Ability to apply safe driving practices on the job.

Ability to assist hearing/visually impaired passengers.

Ability to learn and apply first-aid to passengers when required.

Ability to make sound decisions and exercise good judgment in stressful conditions.

Ability to work harmoniously with employees and the general public.

Ability to communicate clearly and effectively, orally and in writing.

Must be able to work on various shifts, non-traditional hours, and holidays.

Skill in the safe operation of buses and vans.

MINIMUM EXPERIENCE AND TRAINING:

- (a) One (1) year experience in the operation of light automotive equipment to include experience in the operation of lifts/ramps for persons with disabilities, and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam Driver's License with D and/or G endorsements.

Must successfully complete the passenger assistance training within six (6) months of hire as a condition for continued employment.

May require completion of American Red Cross First Aid Training or other nationally recognized first aid certification training course.


May require Medial Certificate (D.O.T)

Must possess Traffic Clearances.

ESTABLISHED: JANUARY 2021

PAY GRADE: H

HAY EVALUATION:	KNOW-HOW:	C- I 3	115
	PROBLEM SOLVING:	C 3 25%	29
	ACCOUNTABILITY:	C N III	<u>38</u>
	TOTAL POINTS		182



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