York County Community Action Corp.
Shoreline Explorer Driver
Job Description

REPORTS TO: Transportation Assistant Director - Operations
STATUS: Seasonal
PAY GRADE: 4
EMPLOYMENT PERIOD: Up to 24 weeks/ year; up to 40 hours/ week

PURPOSE: To circumnavigate the Shoreline Explorer vehicles along their respective routes in a safe and timely manner.

RESPONSIBILITIES:

- Transport passengers – including adults, children, elderly, and handicapped persons on a predetermined flex route.
- Assist handicapped passengers on and off the vehicle.
- Maintain daily log of vehicle miles and fuel usage.
- Be responsible for daily vehicle safety pre and post trip inspections.
- Report any mechanical problems on DVIR form.
- Keep vehicle clean. Cleaning includes but is not limited to, sweeping the floors, remove gum or candy stuck to the floor, wiping up spills, cleaning all windows, removing trash from garbage pail, and any other cleaning needs designated by the Team Leader or Transportation Operations Coordinator.
- Conform to all Federal Motor Carrier Safety Regulations as they pertain to a CDL License and published by US Dept. of Transportation, Fed. Highway Administration.
- Conform to Federal Drug/ Alcohol testing requirements.
- Must be able to perform all movements (bending, stretching, and twisting) necessary to complete the pre and post trip inspection form on a daily basis.
- Assist with lifting of light packages (no more than 50 pounds); no passengers will be lifted at any time.
- Adhere to all requirements in the Shoreline Explorer System Driver’s Handbook.
- Driver should get up and stretch or walk around at least once every two hours to promote alertness and relieve muscle tension.
- Maintain and practice good customer service skills at all times while on duty.
- Must wear Agency issued uniforms when on duty.
- Performs other duties as assigned, or as necessary to fulfill the position.
STANDARD OPERATING PROCEDURE – PASSENGERS:

1. Passengers will be picked up and dropped off **only** at stops determined by York County Community Action Corp and approved by the town’s Board of Selectman and Police Department.
2. Passengers are allowed to bring limited beach equipment onto the Trolley or Shuttle bus but must be in control of the equipment at all times.
3. Passengers must notify the driver of which stop they wish to get off with sufficient notice so not to cause a traffic problem and drivers shall announce upcoming stops.
4. Service animals are allowed to ride the trolley with their owner.

STANDARD OPERATING PROCEDURE – VEHICLE:

1. Vehicles will be kept as clean as possible at all time, inside and outside.
2. DVIR reports will be filled out daily and turned over to the Team Leader(s) daily. Safety issues will be reported immediately.
3. Vehicles shall be used only for YCCAC / Shoreline Explorer activities. Any unauthorized use of agency vehicles will be cause for immediate dismissal.

PHYSICAL REQUIREMENTS:

1. MOBILITY – Sits behind the steering wheel of a vehicle 90% of the work day. Occasionally gets up to assist a rider with shopping packages or to load / unload a mobility aid. May take breaks as needed after notifying the office by two-way radio. Stoops or bends to pick up shopping bags or to secure a wheelchair or other mobility aid. Frequently climbs steps into or out of a bus or van.
2. EXAMPLES OF WEIGHTS LIFTED AND THEIR FREQUENCY – Must be able to push/ pull an occupied wheelchair or other mobility aid to assist a rider in entering or exiting a vehicle.
3. DEXTERITY – 99% of work time involves extensive use of hands and fingers. Reaching and grasping are required for virtually all duties of the job. Grasps steering wheel, radio microphone, and mobility aids. Reaches sideways for door controls, lift controls, radio microphone, and paperwork.
4. VISUAL REQUIREMENTS – Must be able to read and comprehend written materials and maps. Depth perception, peripheral vision, distance vision and color perception are required for driving.
5. ENVIRONMENTAL CONDITIONS – Moderately high noise levels from diesel engines, traffic, and two-way radio. Exposure to fuel, diesel fumes, road dust, and other air borne contaminants.
6. HEARING/ TALKING – Must be able to hear and understand normal speech both face-to-face and over the two-way radio. Must be able to verbally communicate with riders and other
employees both in person and over the two-way radio.

Qualifications:

- Must be 21 years of age.
- Commercial driver’s license with a passenger endorsement, good defensive driving skills, and a clean driving record (no more than one [1] at fault incident or ticket within the past two [2] years and no OUI’s within the last five [5] years).
- Ability to drive a 23 – 37 passenger Trolley and 18 passenger Bus with Wheelchair lift.
- Ability to communicate with passengers.
- Proficient in the use of a two-way radio.
- Ability to assist clients boarding in mobility devices, securing chair in tie-downs and disembarking. (Involves pushing, bending, and stretching, with passenger in it, to maneuver the mobility device into tie-down location).
- Ability to lift up to 50 pounds, i.e. shopping bags or packages.
- Ability to maintain route on schedule, considering road conditions.
- Neat and professional appearance on the job.
- Must not have an active record on the System for Award Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Team Leader any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

<table>
<thead>
<tr>
<th>Bending</th>
<th>O</th>
<th>Sitting</th>
<th>C</th>
<th>N (Not applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrying</td>
<td>O</td>
<td>Standing</td>
<td>O</td>
<td>O (Occasionally) on/off up to 3 hrs. per day</td>
</tr>
<tr>
<td>Driving</td>
<td>C</td>
<td>Talking</td>
<td>F</td>
<td>F (Frequently) on/off up to 6 hrs. per day</td>
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<tr>
<td>Handling</td>
<td>O</td>
<td>Walking</td>
<td>O</td>
<td>C (Constantly) all the time, over 6 hrs. per day</td>
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<tr>
<td>Hearing</td>
<td>F</td>
<td>Lift/Carry</td>
<td></td>
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<tr>
<td>Keyboarding</td>
<td>N</td>
<td>50 lbs. or less</td>
<td>O</td>
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<tr>
<td>Kneeling</td>
<td>O</td>
<td>Push/Pull</td>
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<tr>
<td>Reaching</td>
<td>O</td>
<td>120 lbs. or less</td>
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</tbody>
</table>

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required
to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Shoreline Explorer Trolley Driver and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _______________________________________

Employee Signature: _________________________________________  Date: ___________________