

MASS TRANSPORTATION AUTHORITY

JOB DESCRIPTION

POSITION: ON-DEMAND SERVICE PROVIDER (PART-TIME ONLY)

SCOPE OF RESPONSIBILITIES:

An On-Demand Service Provider is responsible for providing safe, courteous transportation services as a part of the MTA's Rides to Wellness On-Demand Service Program. They also perform other service-related duties as required.

SUPERVISED BY: SERVICE CENTER MANAGERS

PRINCIPAL RESPONSIBILITIES:

- Operate assigned vehicle in a safe, courteous and timely manner, with the goal of satisfied and loyal customers
- Service vehicle as required by standards of job assignment
- Read, interpret and follow work assignment instructions; deviate from these instructions only as agreed to by Team Leader, and maintain required schedule of MTA
- Insure vehicle cleanliness
- Perform pre- and post-operation vehicle inspection
- Operate lift and/or ramp-equipped vehicles
- Board, secure (as required by MTA procedures) and discharge passengers in safe and efficient manner; must have concern and consideration for handling of the elderly and mobility handicapped
- Operate communications equipment according to prescribed FCC and MTA rules and regulations
- Install infant or child car seats in vehicles, as needed
- Perform other duties assigned

MINIMUM ACCEPTABLE EMPLOYMENT REQUIREMENTS

- A Valid Michigan Drivers License with a clean driving record, as well as the ability to obtain a Chauffeurs license
- Knowledge of traffic codes, rules, and regulations. Must have the ability to operate vehicles in a safe manner in full compliance with local and State traffic laws and ordinances.
- Knowledgeable of geography of City of Flint and Genesee County
- Ability to pass a Department of Transportation physical and drug screen, criminal and reference checks
- Ability to attend work regularly and work under stressful conditions
- Ability to work in a Team Environment

MINIMUM ACCEPTABLE JOB PERFORMANCE STANDARDS

- Maintain continuous professional attitude, appearance and conduct at all times
- Maintain continuous awareness and concern for the safety and well-being of every passenger
- Maintain constant care in the use of all Mass Transportation Authority equipment and report all defects as they are found
- Services vehicle and other equipment as required by MTA procedures
- Maintain sound judgement in determining and reporting all pull-offs, incidents or accidents and equipment defects
- Adhere to required radio courtesy and procedures
- Be courteous, considerate and dependable while in service
- Comply with all Mass Transportation Authority rules and regulations and contractual requirements
- Ability to operate lift or ramp-equipped vehicles
- Wear and maintain prescribed MTA Operator's uniform; maintain a clean, well-groomed appearance at all times
- Be punctual and report for duty in the prescribed manner
- Maintain an excellent driving record

PHYSICAL REQUIREMENTS:

- Ability to lift and/or move up to 50 pounds. Daily use of hands and fingers to handle or feel objects, tools or controls.
- Reaching with arms and hands, walk, climb or balance; stoop, kneel, crouch. Vision requirements are distant, close-up, peripheral and depth perception. Ability to focus.
- Perform duties in outside exposed weather of extreme cold or heat or wet and humid conditions. Some vibration and moderate exposure to mechanical parts.
- Ability to safely fit behind the steering wheel of the standard vehicle operated by MTA.

WAGE RATE – \$10.71 per hour

APPLICATION SUBMITTAL:

Apply in person at the MTA Administration Building, 1401 S. Dort Hwy., Flint **OR** any MTA location. Submit resumes to jobs@mtaflint.org. MTA is an equal opportunity employer!

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.