

MASS TRANSPORTATION AUTHORITY

JOB DESCRIPTION

POSITION: VETS TO WELLNESS SERVICE PROVIDER (Driver) – for the Greater Lapeer Transportation Authority

(Temporary, grant-funded, 6-month position, 20 hours per week, no benefits)*

SCOPE OF RESPONSIBILITIES:

Vet to Wellness Service Providers provide same-day, door-to-door transportation using a personalized approach to provide health and wellness transportation services. They also perform other service-related duties as required.

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 GLTA
- Ensure vehicle cleanliness
- Perform pre- and post-operation vehicle inspection
- Operate lift and/or ramp-equipped vehicles
- Board, secure (as required by GLTA 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 GLTA 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 Lapeer and Lapeer 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 GLTA equipment and report all defects as they are found
- Service vehicle and other equipment as required by GLTA 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 GLTA rules and regulations and contractual requirements
- Ability to operate lift or ramp-equipped vehicles
- Wear and maintain prescribed GLTA 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 GLTA.

WAGE RATE – \$10.71 per hour

APPLICATION SUBMITTAL:

Applications will be accepted until the position is filled. Visit our website mtaflint.org to download an application. Submit applications to jobs@mtaflint.org. MTA is an equal opportunity employer.

*Long-term positions could be offered at the end of the grant period contingent on funding

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.