

## Description of Work

**AppalCART** drivers operate vans/buses in the Watauga County area and are responsible for the safe and orderly transportation of passengers to and from their destinations. Work includes completion of daily vehicle inspections, fueling, interior and exterior cleaning, maintaining accurate trip records, assisting passengers as required, receiving and accounting for fares, preparing daily route summaries, radio communications, and other activities as assigned by the Operations Manager.

**Responsibilities - Care of Vehicle** - Inspecting the vehicle daily prior to beginning a route; following a prescribed checklist in reviewing the vehicle's operational and safety features; reporting all repair needs or problems to the dispatcher on duty; complete all fluids checks and maintain proper level; cleaning the vehicles.

**Responsibilities - Driving Behavior** - Using prudent judgment in following dispatch instructions; being able to recognize, create and follow logical sequences for picking up and dropping off passengers in an efficient manner; learning to operate all Authority routes and vehicles; observing all traffic laws, especially those related to public transportation; ensuring that all passengers wear seat belts when required; following all safety regulations.

**Responsibilities - Record Keeping** - Maintaining accurate daily trip sheets and provide necessary data for the Authority's management information system as required; completing all records daily; following reporting procedures as prescribed; receiving and accounting for all fares as collected daily

**Responsibilities - Passenger relations** - Assisting both ambulatory older persons and wheelchair passengers from the ground level door of the person's home into the vehicle and vice versa; drivers are not expected to move wheelchair persons up and down stairs inside a private residence or destination.

**Responsibilities - Attendance and Punctuality** - Prompt in reporting for work; attempts to make efficient use of time; attempts to be productive whenever on clock.

**Responsibilities - Use of Radio** - Keeping regular contact, by radio (or by telephone if radio system is down) with the dispatcher; using the FCC procedures and observing radio courtesy; keep clocks synchronized with dispatch office by calling in time checks.

**Responsibilities - Attitude, Initiative, Behavior, and Appearance** - Attending and successfully completing the following courses: driver's safety, defensive driving, emergency first aid, cardiopulmonary resuscitation (CPR), and alcohol/drug training courses; procedures prescribed by the Authority in emergency situations. Representing the Authority in a professional and positive manner; adhering to the AppalCART dress code.

**Responsibilities - Other** - Performing any other duties, as assigned by supervisor, or as required to carry out the mission of AppalCART

## Qualifications

Must be able to accept and follow instructions, possess a valid North Carolina CDP "P" license, be at least 21 years of age; have no physical or mental limitations that prevents competent operations of a motor vehicle; of providing physical assistance to passengers; must be bondable; be courteous and dependable, able to relate to people of all ages, economic and ethnic background; and have a good driving record. This position requires graduation from high school, GED, or the equivalent in work experience.