



# JOB OPENING

## Troup County Government

(Revised Salary)

<b>Position:</b> Van Driver (Part-Time)	<b>Dept:</b> Parks & Recreation	<b>Salary:</b> \$ 14.00/Hr
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This position is responsible for safely operating a passenger van for county residents along different designated routes.

### Qualifications/Knowledge:

- ⇒ Must be at least 21 years of age
- ⇒ Must have a current, valid driver's license and current (no older than 1 month) 7 year Motor Vehicle Report
- ⇒ Driving record must be free of disqualifying traffic violations as set forth in County guidelines
- ⇒ Skill in operating specialized van, wheelchair lifts, two-way radios and safety equipment
- ⇒ Skill in dealing with the public and providing customer service
- ⇒ Skill in working with the elderly and disabled persons
- ⇒ Knowledge of County facilities and locations of scheduled stops
- ⇒ Must be able to read, write and perform basic mathematical calculations
- ⇒ Prior experience preferred but not mandatory

### Essential Duties and Responsibilities:

- ⇒ Operates specialized van and drives to various loading areas so that passengers can board
- ⇒ Ensures all state, federal, and local safety regulations and operating procedures are followed
- ⇒ Conducts a pre-trip and post- trip safety inspection of the vehicle (i.e. checks the brakes, tires, lights, wipers, and wheel lift if one is on the vehicle); conducts a walk around inspection for body damage; reports equipment defects and problems to dispatch
- ⇒ Ensures proper use of equipment and adherence to policies and procedures to promote effective operations for the protection of passengers and property
- ⇒ Operates wheelchair lift and secures wheelchair passengers as required
- ⇒ Maintains a clean and neat appearance at all times and treats all passengers with courtesy; assists passengers boarding and de-boarding the van when needed
- ⇒ Completes various state and federal ongoing training requirements
- ⇒ Completes all required paperwork and reports ( i.e. pre-trip and post trip maintenance forms, daily schedule of appointments, mileage, and gas use, etc.)
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job# 08152018 Van Driver

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*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace**