



# JOB OPENING

## Troup County Government

|                               |                               |                    |
|-------------------------------|-------------------------------|--------------------|
| <b>Position:</b>              | <b>Dept:</b>                  | <b>Salary:</b>     |
| <b>Van Driver (Part-Time)</b> | <b>Parks &amp; Recreation</b> | <b>\$ 8.00/Hr.</b> |

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 a van, telephone, fare box and flares
- ⇒ 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 a van over specified routes or to destinations according to time schedules in order to transport passengers
- ⇒ Parks van at loading areas so that passengers can board
- ⇒ Maintains daily schedule of appointments, mileage, gas and oil use
- ⇒ Proper use of equipment, adherence to policies and procedures to promote effective operations for the protection of passengers and property
- ⇒ Compliance with traffic laws and codes
- ⇒ Meets quality standards for services in providing customer service; provides and maintains comfort and security of passengers; assists passengers
- ⇒ Submits transportation reports to dispatcher
- ⇒ Ensures routine maintenance on vehicles as required
- ⇒ Performs all other related duties as assigned

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

Job# 06062018 Van Driver

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*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

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