

Code: 2283

Title: VAN/BUS /MOBILE SERVICES DRIVER

**SUMMARY:** Operates passenger vans and buses to safely transport passengers/patients/clients/materials from facility to other destinations, and assists passengers in safely boarding/exiting the vehicle or drives, sets-up and operates a mobile services vehicle at sites throughout Pima County.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

**Common Duties Responsibilities:**

Assists ambulatory, and wheelchair-bound patients/clients and other passengers in safely entering/exiting vehicles;

Operates passenger mechanical, electrical and hydraulic lifting devices, e.g., chair lifts;

Drives assigned motor vehicle(s);

Performs basic service and operator-level maintenance of assigned vehicles (e.g., maintain adequate supplies of fuel, oil and water, inspect vehicles for safety compliance, wash/clean exterior and interior of vehicles) and auxiliary equipment installed within the vehicle;

Maintains required records for vehicle usage, maintenance and fuel consumption;

Assures assigned vehicles are currently registered and inspected by Arizona Department of Transportation;

Coordinates required vehicle servicing, repairs and periodic maintenance with Fleet Services or supporting dealerships;

May pick-up, deliver, load and unload mail, materials, supplies and equipment.

**Van/Bus Driver:**

Insures passengers are safely and correctly seated and secured, using seat-belts/harnesses and/or wheelchair securing equipment;

Insures that patient/client assistive equipment (to include oxygen apparatus) is correctly connected and secured during loading, unloading and transportation;

Schedules patient/client transportation with affected medical/facility staff, and determines best routes between facilities and destinations;

Delivers books and other materials to Tucson-Pima Library facilities.

**Mobile Services Driver:**

Selects sites for set-up of mobile services vehicle to assure ease of access, utility requirements and security requirements;

Establishes required utility service hook-ups (e.g., electricity, water, waste disposal) to vehicle from fixed service points;

Sets-up and operates portable or auxiliary power generators to supply electrical service to vehicle and peripheral equipment;

Ensures peripheral equipment is functioning and operational;

Performs frequent safety inspections of vehicle set-up site to assure maintenance of safe working conditions for assigned clinic/emergency command staff and the public;

Reconfigures vehicle for use as clinic or emergency command center by removing/installing and rearranging components.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- safety procedures appropriate for the transportation of patients/clients, to include special requirements for those requiring assistive devices and equipment;
- traffic laws, ordinances and regulations governing the safe operation of motor vehicles and transportation of patients/clients;
- operation of assigned vehicle(s);
- routine vehicle service and maintenance requirements;

- City/County streets, location of various facilities and other destinations;
- (Van/Bus Driver only) principles and practices of CPR and first-aid.

Skill in:

- operating and performing operator-level servicing and maintenance of assigned vehicles;
- assisting patients/clients in entering/exiting vehicles, particularly those requiring wheelchairs or assistive devices, or those who are overweight;
- insuring passengers are safely and correctly seated and secured, using seat-belts/harnesses and/or wheelchair securing equipment;
- insuring patient/client assistive equipment is correctly connected and secured for transportation;
- operating passenger mechanical, electrical and hydraulic lifting devices, e.g., chair lifts;
- reconfiguring assigned vehicle by installing, removing and rearranging components;
- planning and organizing schedules and routes;
- reading and interpreting street guides and maps;
- understanding and following oral and written instructions;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

(VAN/BUS DRIVER) Six months of experience transporting clients or passengers that may include physically disabled or wheelchair bound passengers in a multi-passenger van, or bus. [Experience limited to transportation of family members in privately owned vehicles is not qualifying experience.]

(VAN/BUS DRIVER–LIBRARY)

EITHER:

1. Two years of experience operating a motor vehicle (automobile, van or bus);
- OR:
2. Six months of experience providing commercial delivery or messenger services requiring the use of a motor vehicle (automobile, van or bus).

(MOBILE SERVICES DRIVER) Six months of experience driving, operating and performing operator-level maintenance and servicing of mobile vans or self-contained recreational vehicles of at least GVWR 20,000 pounds and 20 feet or more in length.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License is required at the time of appointment and must be maintained as a condition of employment. Failure to maintain this license will result in termination. Some Van/Bus Driver positions require current certification in cardio-pulmonary resuscitation (CPR) and first-responder first aid, issued by the American Red Cross or a comparable agency is required at the time of appointment and must be maintained as a condition of employment; failure to maintain current certifications may be grounds for termination. Positions that will operate vehicles that hold 15 or more people (including the driver) require a Commercial Drivers License (CDL).

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that some positions within this classification may have a moderate risk of exposure to blood-borne pathogens. Per OSHA and Pima County guidelines, some positions may require immunizations and safety training and equipment. Due to need for contact with elderly, infirm or disabled clients in some positions within this classification, satisfactory completion of a personal background investigation, polygraph test and drug screening by law enforcement agencies may be required. Applicants may also be required to submit a copy of their driving record at the time of application or prior to appointment. Some positions may require fluency in English and a second language, as determined by the Appointing Authority. Satisfactory completion of the County Defensive Driving and special bus/van operator training courses (provided by

Risk Management) is required following appointment; failure to satisfactorily complete required training may be grounds for termination. Per Administrative Procedure 30-11, vehicle operators must demonstrate operator proficiency to their immediate supervisors, at a minimum, on an annual basis. All other provisions of 30-11 apply.

Physical/Sensory Requirements: All positions require the ability to safely operate a motor vehicle, to lift, push, pull and carry up to 50 pounds, to stoop and bend, to wear Personal Protective Equipment (PPE) and to independently move and manipulate patients/clients, who may be overweight, or heavy objects. Other physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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