

TITLE: Maintenance Employee

JOB OBJECTIVE: Maintenance, upkeep and repair of all owned and leased facilities, under the direction of the Vice President/Chief Financial Officer.

STATUS: Non-Exempt

REPORTS TO: Vice President/Chief Financial Officer (CFO)

HOURS OF WORK: Flexible to meet the needs of the customer

ESSENTIAL FUNCTIONS:

- Maintenance
 - Provide maintenance on production equipment as approved by Work Request Form.
 - Complete all approved Work Requests.
 - Schedule maintenance and repairs for all owned and leased locations.
 - Act upon recommendations from Risk Management Committee regarding building and grounds maintenance and vehicles as approved by Vice President/CFO.
 - Perform monthly preventative maintenance checklist and route to Vice President/CFO.
- Records
 - Return Work Request upon completion to Vice President/CFO.
 - Complete monthly checklist of facilities as required.

ADDITIONAL JOB DUTIES:

- Recommend and request in-service training needs to appropriate person.
- Attend and maintain training required for position.
- Abide by personnel policies as written. Complete and submit timesheets and absence request forms as required by procedure.
- Ensure correct completion of required transportation forms.
- Report vehicle maintenance needs to the appropriate person.
- Review and submit recommendations for forms, policies and procedures.
- Make purchases as approved by Vice President/CFO.
- Ensure a Purchase Order is used as required by procedure.
- Be aware of agency mission and philosophy to the extent that casual conversation in the community can promote community awareness.
- Be aware of customer needs and provide quality customer service.
- Inform proper personnel of owned equipment needs.
- Be aware of and follow all safety procedures and rules.
- Submit safety issues and potential hazards to appropriate person as needed.
- Ensure all maintenance equipment meets specified safety standards.
- Perform all job duties in a safe manner.
- Forward all receipts to Vice President/CFO.
- Responsible for purchasing approved supplies and equipment.
- Participate in in-service training, staff meetings and committee assignments as requested.
- Maintain cordial communications with agency staff.
- Responsible for adherence to all policies and procedures.

Maintenance Employee continued

- Maintain and perform other duties as assigned by Vice President/Chief Financial Officer, Vice President/Chief Operating Officer and the President/Chief Executive Officer.

JOB REQUIREMENTS:

- **MINIMUM QUALIFICATIONS:** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)
 - Must have general knowledge and experience in HVAC systems, building repair and maintenance, including painting and plumbing.
 - Must have two years experience in building and grounds maintenance.
 - Must have experience with lawn care equipment including commercial mowers.
 - Must have a safe driving record.
 - Must have a proven work history.
 - Must have strong oral and communication skills.
 - Must have the ability to work with a diverse group of people in team setting.
 - Must meet the eligibility requirements of the auto insurance company providing coverage for vehicles.
- **EDUCATION AND TRAINING:** No requirements
- **CERTIFICATIONS, LICENSES, REGISTRATIONS:** Maintain a valid Kansas driver's license.
- **PHYSICAL DEMANDS:** Demands are based on an 8-hour work shift. Employee may work up to a 10-hour shift.
 - Sitting: 0-33% Occasionally
 - Standing: 5-8 hour
 - Walking: 5-8hour
 - Driving: 1-4hours with rest
 - Lifting/Carry:
 - 1-10 lbs: 67-100% Constantly
 - 11-20 lbs: 34-66% Frequently
 - 21-50 lbs: 34-66% Frequently
 - 50-100 s: 0-33% Occasionally
 - Climbing: 34-66% Frequently
 - Bending: 34-66% Frequently
 - Squat/Kneel: 0-33% Occasionally
 - Endurance: Moderate/Above Average energy
 - Stooping: 34-66% Frequently
 - Handing: 34-66% Frequently
 - Crouching: 0-33% Occasionally
 - Crawling: 0-33% Occasionally
 - Reaching: 0-33% Occasionally
 - Vision: Must meet requirements to obtain KS driver's license.
 - Hearing: Moderate hearing required.

WORK ENVIRONMENT: Constantly exposed to outdoor weather conditions. Will work with moving mechanical parts and occasionally be exposed to fumes and airborne particles.

SALARY RANGE: "Maintenance" classification

TITLE: Driver Trainer (if participating in the Kansas Approved Trainer Program)

JOB OBJECTIVE: To plan, organize and direct a wide range of training activities for a wide range of employees in Transportation. Conduct and supervise training and develop programs for employees to improve & maintain safety standards, improve employees' skills, and build morale.

GENERAL RESPONSIBILITIES:

- Train and evaluate all current and prospective drivers.
- Maintain all DOT folders and records on current drivers.
- Work with Transportation Director hiring new employees.
- Coordinate and evaluate the driver training program.
- Conduct driving performance evaluations on drivers and maintain driving performance records.
- Post-accident behind-the-wheel re-training.
- Maintain updated driver training manuals and material related to passenger transportation.
- Network with local instructor groups to exchange information related to passenger transportation safety and training.
- Design and implement safety meetings under direction of Transportation Coordinator.
- Assist with yearly state vehicle inspection.
- Attend pertinent workshops and training sessions.
- Drive routes/ trips as needed
- Perform all other duties assigned by the Transportation Coordinator.

JOB REQUIREMENTS:

- EDUCATION: High School Diploma/GED; Must obtain DOT Medical card upon hire and CDL with Passenger Endorsement within 30 days of hire.
- EXPERIENCE: Experience and knowledge in Training Drivers in the area of transportation preferred, but not required
- SKILLS:
 - Ability to work on a variety of tasks simultaneously with frequent interruption.
 - Ability to interact with staff and others in an open, friendly, business-like manner.
 - Ability to follow regulations pertaining to the safe operation of buses and vans.
 - Ability to plan and implement training programs.
 - Ability to offer positive and/or negative feedback as required.

TITLE: Transportation Coordinator

JOB OBJECTIVE: Manage day-to-day operations of public transportation, overall oversight of all transportation services, and supervise all transportation staff, including supervisors, drivers, dispatchers and vehicle maintenance staff.

STATUS: Exempt

REPORTS TO: Vice President/Chief Financial Officer (CFO)

HOURS OF WORK: Flexible to meet the needs of the customer

ESSENTIAL FUNCTIONS:

- Transportation
 - Supervise all transportation staff, including supervisors, drivers, dispatchers and vehicle maintenance staff, ensuring that they perform their functions in a safe and productive manner.
 - Ensure vehicles are kept on a preventative maintenance schedule with safety being the primary concern.
 - Ensure drivers participate in defensive driving course. Assist with training of all staff as needed.
 - Submit Daily Vehicle Trip reports to Business Office.
 - Prepare all required transportation paperwork and reports and submit to the Business Office.
- Administration
 - Complete evaluations of staff directly supervised.
 - Recommend hiring, firing, promotions, demotions, and other modifications for transportation employees to Vice President/Chief Financial Officer.
 - Recommend approval/disapproval of staff meeting requests and absence requests.
 - Review and approve/disapprove employee timesheets and employee expense reports.
 - Maintain accessibility to staff and a knowledge of their needs.
 - Ensure all records are completed in an accurate and time manner, and routed appropriately.
 - Ensure specifications for major purchases are written and on file.
 - Monitor monthly Profit and Loss reports.
 - Submit billings for special services to Business Office and notify Business Office of billing changes.

ADDITIONAL JOB DUTIES:

- Recommend and request in-service training needs to appropriate person.
- Attend and maintain training required for position.
- Abide by personnel policies as written. Complete and submit timesheets and absence request forms as required by procedure.
- Notify Human Resources Department of staff training needs.
- Notify Human Resources Department of staff changes.
- Ensure completion of staff orientation requirements.
- Ensure vehicle maintenance needs are completed in a timely manner.

Transportation Coordinator continued

- Maintain and update vehicle inventory for the Business Office.
- Submit data for Information Systems reports to the Vice President/Chief Financial Officer.
- Process requisitions per procedures.
- Ensure completion of inspections on items received.
- Code receipts for accounts payable.
- Monitor accounts receivable.
- Be aware of agency mission and philosophy to the extent that casual conversation in the community can promote community awareness
- Be aware of customer needs and provide quality customer service.
- Ensure compliance with Occupational Safety and Health Administration regulations and other safety regulations.
- Submit safety issues and potential hazards to appropriate person as needed.
- Ensure staff training regarding proper safety procedures.
- Assist with correcting safety problems or potential hazards as needed.
- Be aware of and follow all safety procedures and rules
- Perform all job duties in a safe manner.
- Coordinate action regarding control of expenses with Vice President/Chief Financial Officer.
- Participate in staff meetings and committee assignments as requested.
- Responsible for adherence to all policies and procedures.
- Maintain and perform other duties as assigned by the Vice President/Chief Financial Officer, Vice President/Chief Operating Officer, and the President/Chief Executive Officer.

JOB REQUIREMENTS:

- **MINIMUM QUALIFICATIONS:** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)
 - Must have 2 years supervisory or management experience.
 - Must have general knowledge of transportation services and operations.
 - Must have strong oral and verbal communication skills.
 - Must have a proven work history.
 - Must have a demonstrated ability to organize tasks and people.
 - Must be able to work with a diverse group of people in a team setting.
 - Must have good problem solving skills.
 - Must be flexible and available to work various hours.
 - Previous experience in supervising staff or directing work activities preferred.
 - Must meet the eligibility requirements of the auto insurance company providing coverage for vehicles or have access to transportation.
- **EDUCATION AND TRAINING:** Bachelor's degree in related field preferred
- **CERTIFICATIONS, LICENSES, REGISTRATIONS:** Maintain a valid Kansas Driver's License.

Transportation Coordinator continued

- PHYSICAL DEMANDS: Demands are based on a 8-hour work shift. May work up to a 10 hour shift.
 - Sitting: 1-3 hours
 - Standing: 1-3 hours with rest
 - Walking: 1-2 hours with rest
 - Driving: Occasionally 1-2 hours with rest
 - Lifting/Carry:
 - 1-10 lbs: 67-100%, frequent with good body mechanics
 - 11-20 lbs: 0-33% Occasionally
 - 21-50 lbs: 0-33% Occasionally
 - Climbing: 0-33% Occasionally
 - Bending: 0-33% Occasionally
 - Squat/Kneel: 34-66% Occasionally
 - Endurance: Stooping: 0-33% Occasionally
 - Handing: 0-33% Occasionally
 - Crouching: 0-33% Occasionally
 - Crawling: Never
 - Reaching: 0-33% Occasionally
 - Vision: Must be able to obtain a Kansas driver's license
 - Hearing: N-A

WORK ENVIRONMENT: Indoor work environment with moderate noise/screen time, including computers and light traffic. Sedentary work. This job involves sitting and a certain amount of walking and standing.

SALARY RANGE: "Level IV – "Coordinator" classification

TITLE: Transportation Supervisor

JOB OBJECTIVE: Position is responsible for providing first line supervision in the daily operations of the bus system, including the maintenance of safe, efficient service. This individual will ensure quality services are provided and develop new services to meet the needs of the community. This individual will promote the mission, vision and values. The priorities for this job position, in order are: Safety, Customer Service, Friendliness, and the Schedule.

STATUS: Non-Exempt

REPORTS TO: Transportation Coordinator

HOURS OF WORK: Flexible to meet the needs of the customer

ESSENTIAL FUNCTIONS:

- Supervision
 - Complete evaluations of staff directly supervised.
 - Supervises, instructs, and conducts routine checks of drivers relative to schedule adherence, route, proper signage, traffic regulations, safety, operating rules and policies, uniform regulation, attitude toward the public, proper fare collection, and general demeanor.
 - Train new drivers in areas that include: driving techniques, obtaining CDL, abiding by proper procedures, completing required forms etc.
 - Monitors the radio system and maintains constant radio contact with drivers.
 - Provides supervision, counseling and coaching of drivers to ensure compliance with operating standards and to assist with problems; re-establishes schedules in case of breakdowns; talks to unruly passengers; suggests alternative routing due to accidents or detours.
 - Keep routes running on time.
 - Coordinate with partner Supervisors to ensure all routes are covered.
 - Make recommendations to Transportation Coordinator regarding hiring, firing, promotions, and other training for employees supervised.
- Records
 - Maintains a thorough knowledge of all routes, transfers rules, fare structure, and operating procedures.
 - Maintains up-to-date information on matters relating to routes, fares, transfer privileges and other service issues.
 - Communicates unusual occurrences or circumstances, complaints, suggestions or other matters that may impact the agency to appropriate staff.
 - Ensure correct completion of required transportation forms.
 - Report vehicle maintenance needs to the appropriate person
 - Provide safe transportation to persons served as requested.
 - Coordinate with agency staff as needed to provide transportation.
 - Advise appropriate personnel of transportation needs as far in advance as possible.

ADDITIONAL JOB DUTIES:

- Inform proper personnel of owned equipment needs.
- Contact appropriate person for emergency maintenance needs.

Transportation Supervisor continued

- Recommend and request in-service training needs to appropriate person. Attend and maintain training required for position.
- Abide by personnel policies as written. Complete and submit timesheets and absence request forms as required by procedure
- Maintain agency vehicles requests
- Review and submit recommendations for forms, policies and procedures.
- Be aware of agency mission and philosophy to the extent that casual conversation in the community can promote community awareness.
- Be aware of customer needs and provide quality customer service.
- Submit safety issues and potential hazards to appropriate person as needed.
- Perform all job duties in a safe manner.
- Responsible for adherence to all policies and procedures.
- Maintain and perform other duties as assigned by Transportation Coordinator, Vice President/CFO, and President/CEO.

JOB REQUIREMENTS:

- **MINIMUM QUALIFICATIONS:** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)
 - Must have a safe driving record.
 - Must have two years driving experience.
 - Must be at least 18 years old.
 - Must have a proven work history.
 - Must have strong oral and written communication skills.
 - Ability to follow oral directions.
 - Ability to read a road map.
 - Experience in driving a school bus or public transportation bus preferred.
 - Must meet the eligibility requirements of the auto insurance company providing coverage for vehicles.
- **EDUCATION AND TRAINING:** All required training and industry training.
- **CERTIFICATIONS, LICENSES, REGISTRATIONS:** Maintain a valid Kansas Commercial Driver's License (CDL) with Passenger endorsement.
- **PHYSICAL DEMANDS:** Demands are based on an 8-hour work shift. Employee may work up to a 12-hour shift.
 - Sitting: 5-12 hours with rest
 - Standing: 1-2 hour
 - Walking: 1 hour
 - Driving: 5-12 hours with rest
 - Lifting/Carry:
 - 1-10 lbs: 67-100% Constantly
 - 11-20 lbs: 34-66% Frequently
 - 21-50 lbs: 0-33% Occasionally
 - 50-100 lbs: never
 - Over 100 lbs: never
 - Pushing/Pulling:
 - 50-100 lbs: 0-33% Occasionally
 - Over 100 lbs: 0-33% Occasionally
 - Climbing: 34-66% Frequently (getting in and out of the vehicle)
 - Bending: 34-66% Frequently
 - Squat/Kneel: 0-33% Occasionally

Transportation Supervisor continued

- Endurance: Moderate/ Above Average energy
- Stooping: 34-66% Frequently
- Handing: 34-66% Frequently
- Crouching: 0-33% Occasionally
- Crawling: 0-33% Occasionally
- Reaching: 0-33% Occasionally
- Vision: Must meet requirements to obtain Kansas CDL.
- Hearing: Moderate hearing required

WORK ENVIRONMENT: Constantly exposed to outdoor weather conditions. Will work with moving mechanical parts and occasionally be exposed to fumes and airborne particles. Occasionally will have to push or pull individually occupied wheelchairs. Must be able to secure wheelchairs inside a bus using tie down straps with a ratchet type latch.

SALARY RANGE: "Fixed Route Driver" classification

TITLE: Fixed Route Driver

JOB OBJECTIVE: To operate gasoline powered buses safely and effectively; to follow established company policies and procedures regarding the transportation of passengers, vehicle safety and appearance and the reporting of mechanical, traffic, or behavioral problems encountered; to assist passengers, if needed, to maintain positive public relations with the passengers in the provision of ongoing transportation services.

STATUS: Non-Exempt
REPORTS TO: Transportation Supervisor
HOURS OF WORK: Flexible to meet the needs of the customer

ESSENTIAL FUNCTIONS:

- Drive assigned bus to pick up passengers over specified routes to local points according to a time schedule in a professional manner.
- Opens and closes doors to allow passengers to enter or leave the bus and provides courteous passenger assistance if necessary.
- Provides transfer related service information to passengers as requested in courteous manner.
- Reports stops, transfers, delays, breakdowns, and accidents using radio system; makes written reports of all incidents/accidents involving the bus or passengers during shift.
- Remains alert to traffic and driving conditions to ensure safety of the passengers and the vehicle; drive defensively and courteously.
- Ensure correct completion of required transportation forms.
- Report vehicle maintenance needs to the appropriate person.
- Provide safe transportation to persons served as requested.
- Coordinate with agency staff as needed to provide transportation.
- Inspect vehicles daily using checklist.
- Turn in checklist daily to supervisor.
- Maintain vehicle records every time you drive.
- Advise appropriate personnel of transportation needs as far in advance as possible.
- Complete daily Rider Reports and Pre-trip sheets for vehicle driven.
- Make purchases as approved by Transportation Coordinator.
- Inform proper personnel of owned equipment needs.
- Be aware of and follow all safety procedures and rules.
- Responsible for administering emergency first aid aboard the bus when situation demands.
- Make sure passengers deposit money in the money box.
- Sell daily passes as needed. Participate in staff meetings and committee assignments as requested.

ADDITIONAL JOB DUTIES:

- Recommend and request in-service training needs to appropriate person.
- Attend and maintain training required for position.
- Abide by personnel policies as written. Complete and submit timesheets and absence request forms as required by procedure.
- Train substitute/new drivers on driving safety, records and other requirements.
- Requisition needed vehicle supplies.

Fixed Route Driver continued

- Review and submit recommendations for forms, policies and procedures.
- Be aware of agency mission and philosophy to the extent that casual conversation in the community can promote community awareness.
- Be aware of customer needs and provide quality customer service.
- Contact appropriate person for emergency maintenance needs.
- Submit safety issues and potential hazards to appropriate person as needed.
- Perform all job duties in a safe manner.
- Keep supervisors informed of problems and potential problems as needed.
- Responsible for adherence to all policies and procedures.
- Maintain and perform other duties as assigned by Transportation Coordinator, Vice President/CFO, and President/CEO.

JOB REQUIREMENTS:

- **MINIMUM QUALIFICATIONS:** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)
 - Must have a safe driving record.
 - Must have two years driving experience.
 - Must be at least 18 years old.
 - Must have Kansas Commercial Driver's License (CDL) with Passenger endorsement or ability to obtain it within 30 days of employment.
 - Must have a proven work history.
 - Must have strong oral and written communication skills.
 - Ability to follow oral directions.
 - Ability to read a road map.
 - Experience in driving a school bus or public transportation bus preferred.
 - Must meet the eligibility requirements of the auto insurance company providing coverage for vehicles.
- **EDUCATION AND TRAINING:** Must read Driver Manual and undergo required training.
- **CERTIFICATIONS, LICENSES, REGISTRATIONS:** Must have Kansas Commercial Driver's License (CDL) with Passenger endorsement or ability to obtain it within 30 days of employment.
- **PHYSICAL DEMANDS:** Demands are based on an 8-hour work shift. Employee may work up to a 12-hour shift.
 - Floor to Waist Lift: 30#
 - Waist to Overhead: 28#
 - Pinch: 15#
 - Squatting: 10 reps.
 - Push/Pull – Horizontal 75#
 - Push – Horizontal 15#
 - Push – Downward Vertical 30#
 - Forward-bending: 3:00
 - Stair Climbing – 13" step
 - Stair Climbing – 26# step
 - Overhead Reach – 1:00
 - Kneel/Crouch - 1:00
 - Upper extremities coordination
 - Waist to floor lifts – 80#
 - Downward vertical force of 70#

Fixed Route Driver continued

WORK ENVIRONMENT: Constantly exposed to outdoor weather conditions. Will work with moving mechanical parts and occasionally be exposed to fumes and airborne particles. Occasionally will have to push or pull individually occupied wheelchairs. Must be able to secure wheelchairs inside a bus using tiedown straps with a ratchet type latch.

SALARY RANGE: "Fixed Route Driver" classification.

TITLE: Paratransit Driver

JOB OBJECTIVE: Responsible for operating a Paratransit bus and/or minivan to transport passengers in a safe and courteous manner according to the daily manifest. The driver is responsible for driving defensively and reacting to emergency situations to ensure the safety of the passengers and the safety of the general public. Responsible to follow established company policies and procedures regarding the transportation of passengers, vehicle safety and appearance and the reporting of mechanical, traffic, or behavioral problems encountered; to assist passengers, if needed, to maintain positive public relations with the passengers in the provision of ongoing transportation services.

STATUS: Non-Exempt

REPORTS TO: Transportation Supervisor

HOURS OF WORK: Flexible to meet the needs of the customer

ESSENTIAL FUNCTIONS:

- Provides paratransit services by safely operating assigned vehicle to pick up and deliver passengers in a courteous and professional manner in accordance with manifest.
- Assists passengers by helping them board or depart from the vehicle at the curb or help to and from the door as needed.
- Remains alert to traffic and driving conditions to ensure safety of the passengers and the vehicle; drive defensively and courteously.
- Reports delays, breakdowns, and accidents; makes written reports of all incidents/accidents involving the bus or passengers during shift.
- Ensure correct completion of required transportation forms.
- Report vehicle maintenance needs to the appropriate person.
- Provide safe transportation to persons served as requested.
- Coordinate with agency staff as needed to provide transportation.
- Inspect vehicles daily using checklist.
- Turn in checklist daily to supervisor.
- Maintain vehicle records every time you drive.
- Advise appropriate personnel of transportation needs as far in advance as possible.
- Complete daily manifest and Pre-trip sheets for vehicle driven.
- Make purchases as approved by Transportation Coordinator.
- Inform proper personnel of owned equipment needs.
- Be aware of and follow all safety procedures and rules.
- Responsible for administering emergency first aid when situation demands.
- Make sure passengers pay fare.
- Sell coupons as needed. Deposit money in safe at the end of the day.
- Participate in staff meetings and committee assignments as requested.

ADDITIONAL JOB DUTIES:

- Recommend and request in-service training needs to appropriate person.
- Attend and maintain training required for position.
- Abide by personnel policies as written. Complete and submit timesheets and absence request forms as required by procedure.
- Train substitute/new drivers on driving safety, records and other requirements.
- Requisition needed vehicle supplies.

Paratransit Driver continued

- Review and submit recommendations for forms, policies and procedures.
- Be aware of agency mission and philosophy to the extent that casual conversation in the community can promote community awareness.
- Be aware of customer needs and provide quality customer service.
- Contact appropriate person for emergency maintenance needs.
- Submit safety issues and potential hazards to appropriate person as needed.
- Perform all job duties in a safe manner.
- Keep supervisors informed of problems and potential problems as needed.
- Responsible for adherence to all policies and procedures.
- Maintain and perform other duties as assigned by Transportation Coordinator, Vice President/CFO, and President/CEO.

JOB REQUIREMENTS:

- **MINIMUM QUALIFICATIONS:** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)
 - Must have a safe driving record.
 - Must have two years driving experience.
 - Must be at least 18 years old.
 - Must have Kansas Commercial Driver's License (CDL) with Passenger endorsement or ability to obtain it within 30 days of employment.
 - Must have a proven work history.
 - Must have strong oral and written communication skills.
 - Ability to follow oral directions.
 - Ability to read a road map.
 - Experience in driving a school bus or public transportation bus preferred.
 - Must meet the eligibility requirements of the auto insurance company providing coverage for vehicles.
- **EDUCATION AND TRAINING:** Must read Driver Manual and undergo required training.
- **CERTIFICATIONS, LICENSES, REGISTRATIONS:** Must have Kansas Commercial Driver's License (CDL) with Passenger endorsement or ability to obtain it within 30 days of employment.
- **PHYSICAL DEMANDS:** Demands are based on an 8-hour work shift. Employee may work up to a 12-hour shift.
 - Floor to Waist Lift 30#
 - Waist to Overhead 28#
 - Pinch #15
 - Squatting 10reps
 - Push/Pull – Horizontal #75
 - Push – 15# Horizontal
 - Push – 30# Downward Vertical
 - Forward-bending 3:00
 - Stair Climbing – 13" step
 - Stair Climbing – 26# step
 - Overhead Reach – 1:00
 - Kneel/Crouch - 1:00
 - Upper extremities coordination
 - Waist to floor lifts – 80#
 - Downward vertical force of 70#

Paratransit Driver continued

WORK ENVIRONMENT: Constantly exposed to outdoor weather conditions. Will work with moving mechanical parts and occasionally be exposed to fumes and airborne particles. Occasionally will have to push or pull individually occupied wheelchairs. Must be able to secure wheelchairs inside a bus using tiedown straps with a ratchet type latch.

SALARY RANGE: "Paratransit Driver" classification.

TITLE: Mechanic

JOB OBJECTIVE: Maintenance, recordkeeping and repair of all facility and KDOT vehicles, under the direction of the Transportation Coordinator.

STATUS: Non-Exempt

REPORTS TO: Transportation Coordinator

HOURS OF WORK: Flexible to meet the needs of the customer

ESSENTIAL FUNCTIONS:

- Maintenance
 - Schedule and perform preventative maintenance on vehicles.
 - Provide maintenance on vehicles as approved by Work Request Form.
 - Complete all approved Work Requests.
 - Inspect vehicles weekly using checklist.
 - Schedule maintenance and repairs for all locations and vehicles by persons other than employees, as approved by the Transportation Coordinator.
 - Act upon recommendations from the Risk Management Committee regarding vehicles as approved by the Transportation Coordinator and Vice President/Chief Financial Officer.
 - Perform monthly preventative maintenance checklist and route to Transportation Coordinator.
- Records
 - Complete and maintain vehicle maintenance records according to KDOT and company guidelines and participate in KDOT inspections.
 - Return Work Request upon completion to Transportation Coordinator.
 - Make purchases as approved by Transportation Coordinator.
 - Responsible for purchasing approved supplies and equipment.
 - Forward all receipts to Transportation Coordinator.

ADDITIONAL JOB DUTIES:

- Recommend and request inservice training needs to appropriate person.
- Attend and maintain training required for position.
- Abide by personnel policies as written. Complete and submit timesheets and absence request forms as required by procedure
- Advise appropriate personnel of transportation needs as far in advanced as possible.
- Ensure correct completion of required transportation forms.
- Report vehicle maintenance needs to the appropriate person.
- Review and submit recommendations for forms, policies and procedures.
- Ensure a Purchase Order is used as required by procedure.
- Be aware of good customer relations practices for professional handling of encounters with contractors.
- Be aware of agency mission and philosophy to the extent that casual conversation in the community can promote community awareness.
- Be aware of customer needs and provide quality customer service.
- Submit safety issues and potential hazards to appropriate person as needed.

Mechanic continued

- Perform all job duties in a safe manner.
- Participate in in-service training, staff meetings and committee assignments as requested.
- Responsible for adherence to all policies and procedures.
- Maintain and perform other duties as assigned by Transportation Coordinator, Vice President/CFO, and President/CEO.

JOB REQUIREMENTS:

- **MINIMUM QUALIFICATIONS**
 - Must have general knowledge and experience in vehicle maintenance
 - Must have two years' experience in vehicle maintenance and repair.
 - Must have demonstrated mechanical diagnostic and repair skills.
 - Must have a safe driving record.
 - Must have a Kansas Commercial Driver's License (CDL) with Passenger endorsement or ability to obtain it within 30 days of employment.
 - Must have a proven work history.
 - Must have strong oral and written communication skills.
 - Must have the ability to work with a diverse group of people in a team setting.
 - Must meet the eligibility requirements of the auto insurance company providing coverage for vehicles.
- **EDUCATION AND TRAINING:** Two years of automotive vocational training (experience can be substituted for formal training at the rate of six months experience for one semester of training).
- **CERTIFICATIONS, LICENSES, REGISTRATIONS:** Maintain a valid Kansas Commercial Driver's License (CDL) with Passenger endorsement or ability to obtain it within 30 days of employment. ASE certification to provide maintenance and recovery on air conditioning systems preferred.
- **PHYSICAL DEMANDS:** Demands are based on an 8-hour work shift. Employee may work up to a 12-hour shift.
 - Sitting: 1-2 hours with rest
 - Standing: 1-6 hours
 - Walking: 1-4 hours
 - Driving: 45 minutes – hour (may be called on to drive 5-12 hours with rest)
 - Lifting/Carry:
 - 1-10 lbs: 67-100% Constantly
 - 11-20 lbs: 34-66% Frequently
 - 21-50 lbs: 0-33% Occasionally
 - 50-100 lbs: 0-33% Occasionally
 - Over 100 lbs: 0-33% Occasionally
 - Climbing: 0-33% Occasionally
 - Bending: 0-33% Occasionally
 - Squat/Kneel: 0-33% Occasionally
 - Endurance: Moderate/ Above Average energy
 - Stooping: 34-66% Frequently
 - Handing: 34-66% Frequently
 - Crouching: 0-33% Occasionally
 - Crawling: 0-33% Occasionally
 - Reaching: 0-33% Occasionally
 - Vision: Must meet requirements to obtain Kansas CDL.
 - Hearing: Moderate hearing required

Mechanic continued

WORK ENVIRONMENT: Constantly exposed to outdoor weather conditions. Will work with moving mechanical parts and occasionally be exposed to fumes and airborne particles.

SALARY RANGE: "Specialist" classification

TITLE: Dispatcher/DMS

JOB OBJECTIVE: Performs Paratransit scheduling, routing and dispatching duties; operates a variety of office equipment and communication equipment, including radio, telephone, and scheduling systems; creates, maintains, and monitors computerized driver manifests/schedules; and responds to request for services and provides a variety of information to passengers and the general public.

STATUS: Non-Exempt

REPORTS TO: Transportation Coordinator

HOURS OF WORK: Flexible to meet the needs of the customer

ESSENTIAL FUNCTIONS:

- Transportation
 - Create, maintain and monitor computerized daily manifests/schedules for dispatching and routing transit services; modify and update schedules to improve services.
 - Coordinate with agency staff as needed to provide transportation.
 - Advise appropriate personnel of transportation needs as far in advance as possible.
 - Perform a wide variety of clerical duties including answering a multi-line phone and radio, receiving and sorting mail, and data entry and typing duties. Maintain office equipment and report repair needs.
 - Provide a variety of public transportation information to passengers, the general public and other public agencies; provide quality customer service and respond to public inquiries and requests for service in a courteous manner.
 - Maintain vehicle records for Kansas Department of Transportation (KDOT) reporting.
 - Ensure correct completion of required transportation forms.
 - Report vehicle maintenance needs to the appropriate person.
 - Code and submit invoices to Transportation Coordinator.
- Safety and Health
 - Comply with all safety procedures and policies.
 - Submit safety issues and potential hazards to appropriate person as needed.
 - Responsible for maintain safe work area.
 - Inform proper personnel of owned equipment needs.
 - Contact appropriate person for emergency maintenance needs for vehicles.

ADDITIONAL JOB DUTIES:

- Recommend and request in-service training needs to appropriate person.
- Attend and maintain training required for position.
- Abide by personnel policies as written. Complete and submit timesheets and absence request forms as required by procedure.
- Complete and submit timesheets and absence request forms as required by procedure.
- Requisition needed vehicle supplies according to procedure.
- Review and submit recommendations for forms, policies and procedures.
- Make purchases as approved by Transportation Coordinator.
- Maintain OCK vehicle records.
- Send information for Contract rides to Business Office to facilitate billing.
- Be aware of agency mission and philosophy to the extent that casual conversation in the

Dispatcher cont.

community can promote community awareness.

- Be aware of customer needs and provide quality customer service.
- Be aware of and follow all safety procedures and rules.
- Perform all job duties in a safe manner.
- Participate in staff meetings and committee assignments as requested.
- Attend training sessions/meetings/classes as requested.
- Responsible for adherence to all policies and procedures.
- Maintain and perform other duties as assigned by Transportation Coordinator, Vice President/CFO, and President/CEO.

JOB REQUIREMENTS:

- **MINIMUM QUALIFICATIONS:** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)
 - Must have a safe driving record.
 - Must be at least 18 years old.
 - Must have a proven work history.
 - Must have strong oral and written communication skills.
 - Must have strong organizational and computer skills.
 - Ability to follow oral directions.
 - Ability to read a road map.
 - Must meet the eligibility requirements of the auto insurance company providing coverage for vehicles.
- **EDUCATION AND TRAINING:** Associate's Degree preferred.
- **CERTIFICATIONS, LICENSES, REGISTRATIONS:** Maintain a valid Kansas Driver's License.
- **PHYSICAL DEMANDS:** Demands are based on an 8-hour work shift.
 - Sitting: 4-6 hours constantly
 - Standing: 1-2 hours with rest
 - Walking: 1-2 hours with rest
 - Driving: Not required
 - Lifting/Carry:
 - 1-10 lbs: 34-66% Frequently
 - 11-20 lbs: 0-33% Occasionally
 - 21-50 lbs: 0-33% Occasionally
 - 50-100 lbs: never
 - Over 100 lbs: never
 - Climbing: 0-33% Occasionally
 - Bending: 0-33% Occasionally
 - Squat/Kneel: 0-33% Occasionally
 - Endurance: Moderate-Light energy
 - Stooping: 0-33% Occasionally
 - Handing: 34-66% Frequently
 - Crouching: 0-33% Occasionally
 - Crawling: 0-33% Occasionally
 - Reaching: 0-33% Occasionally
 - Vision: Moderate vision.
 - Hearing: Moderate hearing required

WORK ENVIRONMENT: Indoor work environment with moderate noise including computers, light traffic, and vehicle maintenance shop. Sedentary work. This job involves sitting, and a certain amount of walking and standing.

SALARY RANGE: "Data Management Specialist" classification