



# Madison County Vacancy Announcement

## Substitute Van Driver

### Position Summary:

Operates the vehicles for Madison County Transportation Authority and monitors van passengers. Responsible for maintaining vehicle records and reporting needed repairs and safety concerns. Responsible for maintaining a safe and comfortable environment for individuals who use the service.

This employee reports directly to the Transportation and Operations Director. This position is non-exempt under the Fair Labor Standards Act.

### Where to Apply:

Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Drives MCTA vehicles in a safe and responsible manner, obeying all traffic laws.
- Monitors passengers in vehicles and enforces seat belt laws while vehicle is in motion.
- Inspects vehicle for operational and safety problems before starting each day's schedule and posts inspection at the end of the route.
- Maintains accurate daily reports of vehicle and trips.
- Maintains accurate odometer readings and follows proper procedures in purchasing gas or needed equipment for vehicles.
- Provides assistance to passengers entering and departing service vehicles.

- Collects and records ride fees and donations. Delivers fare revenue to the Fiscal Officer of the MCTA program.
- Maintains a clean and orderly vehicle and performs needed cleaning activities at the end of each working day.
- Answers dispatches from the MCTA office and responds to the needs of the community. Operators/drivers are to perform a daily radio check at the beginning and the end of their shift.
- Must attend and successfully complete all required MCTA training.
- Must have a working telephone in home at all times.

**Education and Experience:**

High school diploma or G.E.D. is preferred but not required. Previous commercial driving and/or passenger transportation experience is preferred.

**Physical Requirements:**

Requires corrected vision and hearing to normal range. Must be able to communicate with clients. Requires manual and finger dexterity and hand-eye coordination. Requires lifting/carrying up to 40 pounds using appropriate body mechanics and equipment, with reasonable accommodation if needed. Ability to communicate by way of the telephone and two-way radio with participants, customers, vendors and staff.

**Requirements:**

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License (B, C or CDL (passenger endorsement) preferred). Must be 21 years of age and possess a good driving record.

**Salary:**

\$11.03 per hour. This position will serve on an as-needed basis.