



# Madison County Vacancy Announcement

## Substitute Part-Time 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 Coordinator and the Community Services 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. Madison County does not discriminate against race, color, religion, sex, national origin, disability, age or genetics.

### 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)). Must be 21 years of age and possess a good driving record.