

00NEW RIVER VALLEY SENIOR SERVICES, INC./PULASKI AREA TRANSIT

JOB DESCRIPTION

POSITION TITLE: Transportation Assistant

SUPERVISED BY: Administrative Assistant/Program Supervisor

SUMMARY:

Assist staff in daily activities in all programs, including but not limited to filing, dispatching, scheduling, attending events, driving, preparing deposits, vehicle cleaning, and monitoring, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR POSITION.

- Assist drivers in emergencies and breakdowns.
- A good knowledge of Pulaski Town and Pulaski County.
- Possession of a valid Virginia Driver's license and acceptable driving record.
- Ability to understand and follow written and oral instructions.
- Ability to maintain positive, effective working relationships with others. Excellent personal and team organization skills. Excellent customer relations skills.
- Ability to maintain accurate program records and/or files.
- Ability to use Microsoft Office proficient.
- Knowledge of multi-line phone system and dispatch using clear and understandable language.
- Work without Direct Supervision.
- Ability to drive a variety of vehicles when needed.
- Must pass a physical exam.
- Must be flexible in working hours ~ which includes working 6 a.m. – 6 p.m. and some Saturdays.
- Must be physically able to lift up to 50lbs and wash/clean vehicles when needed.
- Successful candidates must comply with all FTA Drug and Alcohol Testing guidelines.
- Must have a satisfactory back ground check performed.
- As needed take and pass a test for a CDL-P License (currently not need with our vans)

EDUCATION AND/OR EXPERIENCE LEVEL:

- Qualified applicants will have any combination of education and experience equivalent to a high school diploma, experience in transit dispatching and/or vehicle operations would be beneficial. Excellent computer skills and knowledge in standard office products with very effective organization and document skills.
- Helpful to have experience in public transportation systems and/or experience in general operations and vehicle maintenance.

DUTIES OF THE POSITION:

- Participate in required trainings
- Prepare monthly packets.
- Assist in preparing month paper work.
- Assist with monthly billing and end of month reporting
- Schedule transportation and prepare driver schedules
- Monthly, ride along with randomly selected drivers from both Senior Services & Pulaski Area Transit.
- Prepare driver evaluations annually for both Senior Services & Pulaski Area Transit.
- Maintain vehicle records.
- Maintain records and schedule physicals for Senior Services & Pulaski Area Transit staff.
- Assist with dispatching.
- Promote the annual golf tournament.
- Promote Pulaski Area Transit LED monitors on vans advertising capabilities and acquire customers.
- Use Facebook to promote all programs.
- Weekend and evening hours may be required depending on program needs.
- Perform other related duties as required.