

## **PROBATION TRANSPORT DRIVER**

### **DEFINITION & DISTINGUISHING CHARACTERISTICS**

#### **Definition**

Under general supervision, transports juvenile and adult clients of the Probation Department on assigned routes for varying purposes; performs related office support work.

#### **Distinguishing Characteristics**

This position is responsible for the transport of juvenile and adult clients of the Probation department. Incumbents are expected to perform the full range of duties with minimal supervision and handle emergency situations using sound decision making and proper judgement.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Provides scheduled and/or special transportation services to juvenile and adult probation clients; processes and transports clients according to established guidelines and procedures.
- Provides transportation to and from appointments, interviews and medical or community agency locations.
- Conducts visual inspections of vehicles before and after use; reports the need for maintenance and repair work.
- Checks schedules and routes; notes detours for road closures or unexpected detours.
- Makes prompt, accurate accident and incident reports as necessary.
- Prepares and maintains a variety of records and statistical reports related to the work; compiles statistical data of clients transported, as required by the department
- Responds to inquiries or complaints regarding service; provides information and resolves problems.
- Provides office support assistance as assigned.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.

#### **Experience:**

One year of experience in the safe operation of various transit vehicles.

#### **Other Requirements:**

Must possess a valid California or Nevada Class B driver's license at time of appointment and pass a Department of Justice background check. Must have a verifiable work history and pass

a medical and drug screen test. Must be willing to work early morning, evening, weekend, holiday and split shifts as required. Must be willing to respond to emergency circumstances as required. Must provide a current DMV printout at time of application.

**Knowledge of:**

- Safe driving practices related to the operation of vehicles used in the course of the work.
- Safety regulations and Vehicle Code provisions governing the work.
- Methods and techniques of operator maintenance and vehicle safety inspection.
- County road systems and geography.
- Basic first-aid techniques.
- Basic office support practices.

**Skill in:**

- Operating various types of vehicles skillfully and safely.
- Dealing tactfully and effectively with a variety of individuals who may be emotional, hostile or irate and from varying cultural and socio-economic backgrounds.
- Responding decisively and effectively in emergency situations.
- Maintaining schedules on assigned routes.

**Ability to:**

- Learn and apply applicable laws, rules and regulations of the County and Department.
- Communicate effectively with clientele and deal with individuals in stressful situations.
- Prepare accurate and concise records and reports.
- Read and interpret maps and schedules.
- Follow written and oral instructions and make decisions in routine procedural matters without immediate supervision.
- Exercise judgment and discretion in analyzing and resolving problems.
- Establish and maintain effective working relationships with those encountered in the course of the work.

**ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:**

Work is performed outdoors in all weather conditions with frequent exposure to fumes, odors, and moderate noise.

**Physical:**

Primary functions require sufficient physical ability to regularly hear, sit, reach with hands and arms, and use leg/foot to reach or handle controls; specific vision abilities required by this job include near and distance vision, color vision, night vision, peripheral vision, depth perception

and the ability to adjust focus with or without correction; physical effort, finger and manual dexterity are regularly needed to drive non-power steering vehicles and to operate door. **Frequent** sitting, talking, walking and use of hands to handle or feel objects and controls; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing, bending, reaching; lifting, carrying, or pushing objects that weigh up to 40 pounds. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs with or without assistance.

**HISTORY**

JCN: 7117

Created: XXX 2016