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**City of Ogallala, Nebraska**  
**Position Description**

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**Class Title:** Public Transportation Driver-Dispatcher  
**Department:** Public Transportation  
**FLSA Classification:** Non-Exempt  
**Age Requirement:** Minimum- 18 Years / Maximum – None  
**Salary Range:**  
**Date Effective:**

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**GENERAL PURPOSE:**

Performs a variety of routine and complex transportation work in driving a van or bus, and coordinating transportation plans.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Handibus Director.

**SUPERVISION EXERCISED:**

Generally no supervision exercised over Department personnel unless assigned. Position requires the supervision and control of passengers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinates routing and pick-ups for passengers. Assists passengers with packages and getting on and off van or bus when necessary. Maintains assigned transportation vehicles, including fueling, cleaning, general maintenance, servicing and repair.

Responds to public inquiries about transportation programs made by telephone. Provides transportation information and referral services for other transportation services available in the community.

**PERIPHERAL DUTIES:**

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for use of equipment, etc.

Assist other City Departments as required or assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Any equivalent combination of education and experience that demonstrates the ability to do the job.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of traffic laws and defensive driving; some knowledge of senior citizen services and needs;

- (B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR; Use of bloodborne pathogen protections.
- (C) Ability to safely drive a bus or van; Ability to establish and maintain effective relationships with senior adults, children, employees, supervisors, and the general public; Ability to communicate effectively orally;

**SPECIAL REQUIREMENTS:**

- (A) Valid state driver's license with a good driving record or ability to obtain one prior to employment.
- (B) First Aid and CPR certification.
- (C) PAT Training.

**TOOLS AND EQUIPMENT USED:**

Transportation van or bus; phone; mobile or portable radio; wheelchair securement system, including straps, belts and wheelchair lift; and computer.

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand or walk. The employee is constantly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview; reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date Adopted: September 25, 2001

Revision History: