NEW: 09 2003

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Transportation Service Worker 1	CODE: 03311
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities only	JURISDICTION: County

FUNCTION: Under direct supervision from Transportation Service Supervisor or other administrative superior, operates passenger vehicle to transport passengers to/from various activities; -PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Operates passenger vehicle (e.g., car, mini-van, van, mini-bus, bus) designed to carry fewer than 23 passengers, to transport passengers (e.g., preschool &/or school age &/or adult students, adult enrollees, personnel) to & from program sites (e.g., education &/or training &/or employment programs, field trips, medical appointments, court appearances, recreational activities, other program activities), using established routes or determining most efficient routes.	Knowledge of (1) safety practices pertaining to driving in all weather conditions, (2) agency policies and procedures*; skill in (3) equipment operations (passenger vehicles); ability to (4) recognize unusual or threatening conditions & take appropriate action, (5) carry out detailed but basic written or oral instructions, (6) count, do basic addition & subtraction.
2		Maintains discipline of riders, assists riders on & off vehicle (e.g., physically lifts, moves, carries as needed) using available apparatus, uses appropriate interventions to address behavior concerns.	Knowledge of (7) safety practices pertaining to lifting/moving heavy objects, (8) human relations; skill in (9) equipment operations (lifts or other apparatus for assisting persons on/off vehicle)*; ability to 4, (10) lift up to 75 pounds. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: Adverse weather conditions (e.g., heat, cold, rain, snow). May be exposed to communicable diseases, blood-borne pathogens & bodily injury.	MINIMUM CLASS REQUIREMENT (including license, if any.): Commercial Driver's License with proper endorsements in accordance with ORC 4506.01(E), 4506.12 & 4511.01 & OAC 3301-83-19 & 3301-83-21. In addition, positions transporting children ages 3 through 21 require completion of Ohio pre-service school bus driver training program & must be at least 18 years of age with 2 years driving experience in accordance with ORC 3327.10 & OAC 3301-51-10 & 3301-83-10 & have a current & valid American Red Cross first aide certificate or equivalent training per OAC 3301-83-21.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3		Performs daily pre-trip inspection of vehicle; notifies supervisor of needed maintenance &/or repairs; fuels vehicle; cleans vehicle.	Performs daily pre-trip inspection of vehicle; notifies supervisor of needed maintenance &/or repairs; fuels vehicle; cleans vehicle.
4		Maintains log of mileage; completes accident/incident reports as needed.	Knowledge of 2*; ability to 6, (12) maintain accurate records, (13) prepare meaningful, concise & accurate reports.
5		Attends safety meetings, training workshops, in-services, conferences.	Knowledge of 1, 2* (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):