

LEAVENWORTH COUNTY JOB OPENING

VACANCY #26-3-3

Posted 3-5-26

POSITION: Transportation Driver I/OC

SALARY: \$20.49/hour

County Employees Only: May apply at the Human Resources Department, 1st Floor, Suite 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas or EMAIL applications to hr@leavenworthcounty.gov or fax the application to (913) 684-1028. Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under *Departments / Human Resources / Apply Here*

This position closes when filled

LEAVENWORTH COUNTY JOB DESCRIPTION

POSITION: Transportation Driver – IOC
DEPARTMENT: Council on Aging
LEVEL: Level A Step 8
SALARY: \$20.49
LOCATION: 711 Marshall Street, Suite 100
SUPERVISOR: Transportation Supervisor
SUPERVISES: No

% OF TIME

80%
5%
4%
6%
5%

ACCOUNTABILITIES

Provides transportation services to residents of Leavenworth County
Maintains a daily maintenance log
Collects transportation fees
Maintains the cleanliness of the vehicles
All other duties as assigned

SCOPE OF WORK:

Under the direction of the Transportation Supervisor, serves as a driver for the Transportation Department. Drives a 7 to 20-passenger bus or ADA accessible vehicle. Responds to assignments in transporting adults age 50 and over and persons with disabilities of any age. Picks up, discharges and assists passengers in boarding and departing. Transports passengers throughout the County as well as in the Kansas City Metropolitan area and within a 50-mile radius Leavenworth, KS.

KNOWLEDGE AND SKILLS:

1. Working knowledge of city and county roads.
2. Ability to obtain a Kansas Commercial Driver's License (CDL) with a passenger endorsement, if needed.
3. Ability to obtain certificates in CPR and AED.
4. Ability to understand, follow and communicate oral and written directions.
5. Ability to write legibly.
6. Ability to use a two-way radio.
7. Knowledge of Defensive Driving practices.
8. Ability to remain calm with passengers and properly operate the vehicle under a variety of road and weather conditions.
9. Ability to complete a maintenance log.
10. Ability to maintain daily trip sheet information for statistical reporting.
11. Ability to push an occupied wheelchair as defined by ADA law.

HUMAN RELATIONS:

1. Communicates with co-workers, supervisor, Director and effectively works as a transportation team member.

2. Communicates with senior citizens and the general public in a pleasant and professional manner.
3. Effectively communicates with supervisor to ensure smooth operation of the transportation program.
4. Effectively communicates with dispatch on a two-way radio and in person.

ILLUSTRATIVE TASKS:

1. Drives a 7 to 20 passenger bus and operates an ADA accessible vehicle.
2. Respects and adheres to all road safety regulations and posted signage for safe travel.
3. Responds to assignments in transportation in all types of weather.
4. Maintains vigilance to ensure customer safety.
5. Transports passengers to various locations, choosing the best route and adhering to a predetermined departure and arrival time.
6. Assists passengers in boarding and departing vehicle and secures an occupied wheelchair or scooter.
7. Checks tires, battery and other vehicle components for the daily maintenance inspection.
8. Receives request for services by telephone and two-way radio.
9. Maintains trip log and prepares operating records.
10. Attends trainings and informational programs.
11. Keeps records of passengers, mileage, fuel and oil.
12. Prepares reports regarding driving hazards and incidents.
13. All other job duties as assigned.

ENVIRONMENTAL DEMANDS:

Work is performed in a modern, smoke free environment and is performed outdoors transporting individuals with exposure to all weather conditions.

MINIMUM QUALIFICATIONS:

- Must have a High School Degree or General Equivalency.
- Must possess and maintain a valid Driver’s License.
- Must have the ability to obtain a CDL with passenger endorsement and be certified in AED and CPR.
- Must be able to pass pre-employment drug/alcohol test and KBI background check
- Ability to successfully relate to senior citizens.

ADA/PHYSICAL DEMANDS:

Vision	Adequate vision to drive, to read a map and the transportation schedule.
Hearing	Adequate for normal conversation with employees or applicants and the general public.
Speech	Must be able to speak and understand English language clearly to provide detailed information by telephone and in person.
Standing	5% - when waiting for passengers.
Walking	20% - when escorting passengers to and from the bus.
Sitting	75% - when driving vehicle while transporting passengers.
Lifting/Carrying	25 plus pounds – lifting groceries and packages for seniors.
Pushing/Pulling	Must be able to meet current ADA requirements.
Climbing/Balancing	Required when negotiating stairs, retrieving supplies, walking up the steps of a van.
Stooping/Kneeling	Required when assisting passenger with seatbelts, carrying Passengers’ packages, etc.
Reaching/Handling	Required on most tasks.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER