

# LEAVENWORTH COUNTY JOB OPENING

## VACANCY #26-8-5

**Posted 8-17-26**

**POSITION:** Transportation Driver I/OC

**SALARY:** \$20.49/hour

County Employees Only: May apply at the Human Resources Department, 1<sup>st</sup> 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](mailto:hr@leavenworthcounty.gov) or fax the application to (913) 684-1028. Application may be found on the Leavenworth County website at [www.leavenworthcounty.gov](http://www.leavenworthcounty.gov) under *Departments / Human Resources / Apply Here*

*This position closes when filled*

### LEAVENWORTH COUNTY JOB DESCRIPTION

**POSITION:** Transportation Driver – IOC (Southern Leavenworth County)  
**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

#### ACCOUNTABILITIES

|     |                                                                              |
|-----|------------------------------------------------------------------------------|
| 80% | Provides transportation services to residents in southern Leavenworth County |
| 5%  | Maintains a daily maintenance log                                            |
| 4%  | Collects transportation fees                                                 |
| 6%  | Maintains the cleanliness of the vehicles                                    |
| 5%  | All other duties as assigned                                                 |

#### SCOPE OF WORK:

Under the direction of the Transportation Supervisor, this position serves as a driver for the Transportation Department, originating in southern Leavenworth County. The vehicle for this position is in Tonganoxie, and this position originates & concludes there. Drivers operate a 7 to 20-passenger bus or ADA accessible vehicle and respond to assignments transporting adults age 50 and over and persons with disabilities of any age in Basehor, Tonganoxie and Linwood and surrounding area. Drivers pick up, discharge and assist passengers in boarding and departing. Drivers transport 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:**

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

**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**