

**CITY OF FONTANA  
TRANSPORTATION SPECIALIST**

**DEFINITION:** Under supervision, drive the City's 7-15 passenger van(s) and provide responsible, safe transport for senior citizens and the physically disabled.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Transport senior citizens to and from appointments.
- Assist passengers entering and exiting the vehicle.
- Keep daily records and logs attendance, mileage and deliveries.
- Check-in and check-out vans properly, including the working condition before each shift.
- Check pick-up and delivery list of schools on route and keep accurate records.
- Maintain a punctual schedule.
- Maintain vans, including weekly wash and motor pool inspection.
- Contact supervisor and motor pool when mechanical failures arise.
- Ensure all passengers are safely seat belted in and that safety precautions are adhered to at all times.
- Operate a computer and any applicable software.
- Answer phones and deal with the public, at all times, in a professional and courteous manner.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** This position requires prolonged sitting, reaching, twisting, turning, grasping, making repetitive hand movements and occasional walking on level, unleveled, and slippery surfaces, bending/stooping, and crouching in the performance of daily duties. May be required to lift, carry and/or push object weighing 10 pounds or more. May work in all weather conditions and be subject to vibrations when holding onto steering wheel, work around moving traffic and often works with constant interruptions. The employee must have good vision and hearing abilities

**EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of Bus/Van operation, effective safety precautions, and first aid techniques.

APPROVED BY CITY COUNCIL:

PT- NO BENEFITS

**Experience:** Successful candidate will have a valid Class B California Driver's License with passenger endorsement, a good driving record, and some bus/van driving experience.