

## Benton County Job Description

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|---------------------|---------------------------|-----------------------|------|
| <b>Job Title:</b>   | Driver Part-time (Casual) | <b>Job Code:</b>      |      |
| <b>Department:</b>  | Transportation            | <b>Reports To:</b>    |      |
| <b>FLSA Status:</b> | Non-exempt                | <b>Supervises:</b>    | None |
| <b>Prepared By:</b> |                           | <b>Prepared Date:</b> |      |
| <b>Updated By:</b>  | Mark Erickson             | <b>Updated Date:</b>  |      |

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### SUMMARY:

The Driver is responsible for operating a van or bus transporting individuals to various locations originating from our **Belle Plaine** garage in Benton County but can include destinations in Tama, Black Hawk, Linn and Johnson Counties. This position also performs maintenance duties such as cleaning and washing vehicles and checking vehicles' oil along with pre and post inspections. There is no guarantee of hours but typically between 10-20 hours per week is normal.

### POSITION RESPONSIBILITIES:

1. Drives regular routes and helps the public while providing excellent customer service.
2. Performs routine inspection and preventive maintenance on assigned vehicles and refers defects or repairs to the director.
3. Assists passengers in boarding and leaving vehicles, including pushing passengers of all sizes using wheelchairs and semi-ambulatory passengers' door to door.
4. Secures passengers using wheelchair and operates wheelchair lift.
5. Performs all other related duties as assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Safe driving record. Must pass a post offer drug/alcohol test and random testing thereafter.

### EDUCATION and/or EXPERIENCE

High school diploma or equivalent

Commercial Driver's License – CDL with Passenger Endorsement preferred but willing to help the right candidate obtain.

### OTHER SKILLS AND ABILITIES

- Ability to multi-task and prioritize job activities to achieve maximum overall results
- Ability to provide informative and professional assistance when working with the public, customers and County personnel.
- Ability to work with others in the attainment of department duties and County goals.
- Ability to perform manual labor such as washing and cleaning County vehicles.
- Demonstration of good oral and written communication skills.
- Demonstration of strong organizational skills.
- Safely load and unload elderly and disabled individuals in and out of a vehicle.
- Operate automatic and manual lift equipment.
- Handle moderate levels of stress, meet deadlines, and solve problems appropriate to the position.
- Occasionally work in unfavorable weather conditions.

- Stand, sit, bend, climb, balance, stoop, kneel, twist, crouch, and crawl.
- Have sufficient vision, which includes color, side and night vision, judging distances and speeds.
- Lift, move, carry, push and/or pull up to approximately 50 to 100 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This worker is subject to inside and outside environmental conditions.

- Job Type: Part-Time (Casual)
- Department: Transportation
- FLSA Status: Non-Exempt
- Salary Range: \$16.52 - \$19.32 per hour
- Posted: 8/25/25
- Expires: Posted until filled