



TLC TRANSIT

TLC Transit, LLC - POSITION DESCRIPTION

"A Job is a Promise to Meet a Responsibility"

I. TITLE: *Ambulette Driver*

II. SUMMARY:

An employee in this classification, under the direct supervision of the Dispatch Supervisor, is responsible for the safe, reliable and friendly transportation of passengers.

III. DUTIES:

- 65%** Performs a daily pre-trip inspection of assigned vehicle and completes daily inspection document
Operates a TLC Transit vehicle for the purpose of transporting customer/passengers
Maintains order during trip and adheres to safety rules and practices
Maintains appropriate route schedules
Assists individuals or maneuvers wheelchairs on and off the vehicle
Records daily rider attendance, mileage and other information, as needed
Adheres to all traffic regulations
Complies with all applicable rules, regulations, laws and TLC Transit policies and procedures
- 25%** Insures that seat belts, hook-ups, and harnesses are in working order and secure on all mobility devices as appropriate
Reports any maintenance problems in writing
Keeps vehicle interior clean
Reports accidents and incidents in writing as instructed and as necessary
- 5%** Reports all traffic violations involving personal and TLC Transit vehicle
Attends driver meetings and training workshops, as required
- 5%** Performs other related duties as required

CONTACT:

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