



TROLLEY DRIVER

GENERAL PURPOSE

Performs a variety of routine and complex transportation work in driving a van or trolley in support of community recreation and programs.

SUPERVISION RECEIVED

Works under the general supervision of the Transportation Superintendent.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to:

Drives vehicles for various programs such as golf or ski outings, shopping, sightseeing, field trips and on the regular route.

Coordinates pick-ups for senior participating in recreational or social service programs, such as community center programs, shopping trips, library or museum visits, sightseeing trips, or sporting events.

Assists recreation and other specialists to meet the transportation needs of their programs and services.

Assists senior adults with packages and getting on and off the trolley.

Performs other duties as assigned.

ADDITIONAL DUTIES

Other Duties as assigned

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent.

Any equivalent combination of education and experience that demonstrates the ability to do the job.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of traffic laws and defensive driving; some knowledge of senior citizen services and needs.

Skill in operation of listed tools and equipment.

Ability to safely drive a trolley.

Ability to establish and maintain effective relationships with senior adults, employees, supervisors, program participants, and the general public.

Ability to communicate effectively.

SPECIAL REQUIREMENTS

Valid South Dakota driver's license or ability to obtain one, with commercial driver license endorsement (CDL).

Certified in First Aid and CPR.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to walk. The employee is frequently required to sit and talk or hear. The employee is constantly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

Lighting: natural or fluorescent

Space: Open spaces or small spaces for installation, maintenance

Temperature: hot or cold temperatures may be encountered

Flooring: concrete, tile, carpet, dirt

Lifting: frequently over 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, dust or certain airborne particles.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FUNCTIONAL JOB DESCRIPTIONS

DATE: _____

Position: Trolley Driver

Employee Name: _____

Physician Approval: _____

Date Developed: 03/25/05 Revisions: _____

PHYSICAL DEMANDS

Note: In terms of a four to five hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 4 - 5 HOUR DAY	COMMENTS
Sit	4	4	
Stand	< 1	< 1	
Walk	< 1	< 1	

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously = 67% - 100%

ACTIVITY	NONE	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			
Reach			X		May assist passengers on/off trolley.
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull			X		Assist wheelchair patrons onto trolley

PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	50 pounds			
Lift (pounds)	50 pounds			

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	CDL license.
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	

SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS

Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.		X	
Correctable vision to 20/40 Near/Far	X		

ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.		X	
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.		X	

Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.		X	
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.		X	
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.		X	Occasional dust if window left down.
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.		X	
Worker is subject to scheduled overtime.		X	
Worker is subject to unscheduled overtime.		X	
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		
Worker is subject to night work hours.	X		

MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		

Use of tact and diplomacy.	X		
Reasoning: Apply procedure Develop new procedure	X	X	
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills: Develop written communications requiring grammar skills. Interact with customers on an explanatory basis. Interact with groups of people.	X X	X	
Math Skills: Basic skills of addition, subtraction, and multiplication. Advanced math skills.	X	X	
Reading Skills: Basic instructions material Technical information	X	X	

**JOB DESCRIPTION EMPLOYEE AGREEMENT
for HALF-TIME TROLLEY DRIVER**

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date