



---

## **MOBILITY ASSISTANT/DRIVER**

### **DEFINITION**

Under general supervision, operates and maintains specially adapted trams to ensure students with mobility difficulties are able to attend classes and programs; creates tram routes and schedules; assists with expediting the delivery of inter-campus mail and other materials; maintains records of tram use and other information; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Supervisor, Disabled Student Programs and Services. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class that transports students and other individuals with limited mobility to and from various buildings and facilities on the District's campus. Responsibilities include inspecting and attending to minor vehicle maintenance issues in a timely manner and performing pick-up and delivery services for a variety of items and materials throughout campus. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Operates District trams and provides transportation for DSPS students with mobility difficulties for scheduled activities, special events, and classes.
- Assists passengers on and off the tram and serves as a guide for visually impaired and injured passengers as necessary.
- Provides campus orientation for visually impaired students.
- Prepares and determines safe and timely tram routes and schedules to meet departure and arrival time deadlines as scheduled.
- Provides pick-up and delivery services for inter-office mail for the District and academic tests for the testing services office.
- Inspects and maintains external and internal parts of the assigned vehicle(s), including examining and cleaning seats, including under the seats and floors to ensure safe operation.
- Records and maintains usage and service records to ensure appropriate repair and maintenance work is completed in a timely manner.
- Maintains schedule of student contacts for mobility using a data management system.
- Maintains and updates mobility web page as necessary.
- Responds to telephone calls, inquires, or concerns regarding tram service, mechanical repairs, and maintenance; prioritizes student transportation requests.
- Assists supervisor and department with various duties and special projects as necessary.
- Performs related duties as assigned.

### **QUALIFICATIONS**

**Knowledge of:**

- Operating rules, precautions, and principles of driving and operating specially adapted vehicles.
- Safe work practices, including safe driving rules and practices.
- Basic principles, practices, methods, equipment, materials, and tools used in minor vehicles servicing and cleaning.
- Basic preventative maintenance procedures; safety rules and precautions governing the operation and use of tools, vehicles, equipment, and proper maintenance procedures within assigned work areas.
- Occupational hazards related to the work.
- Use of standard office equipment, basic record-keeping, and arithmetic.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

**Ability to:**

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Understand and follow all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Operate and maintain assigned District vehicles in a safe manner.
- Troubleshoot and determine appropriate action in the maintenance and repair of assigned vehicles.
- Safely and effectively use and operate tools and equipment including a hydraulic lift required for the work.
- Provide detailed information to visually impaired students about the campus such as logistics and pathways.
- Maintain accurate logs, records, and records of work performed.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of related driving experience.

### **Licenses and Certifications:**

- Possession of, and ability to maintain, a valid California Class B Driver's License with a Passenger Endorsement by time of appointment.
- Good driving record and Proof of Insurance.

### **PHYSICAL DEMANDS**

Must possess mobility to operate a motor vehicle and drive on surface streets and visit various District sites; strength, stamina, and mobility to perform light physical work, to work around vehicles, to climb and descend ladders, and to operate varied hand tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to perform assigned work. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and to assist individuals by pushing their wheel chairs, as needed. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in the field and are exposed to noise, vibration, dust, mechanical and electrical hazards, grease, oils, moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards.

**Salary Grade:** C1-47

**FLSA:** Non-Exempt

**EEO Code:** H-70

**Board Approved:** April 2021