

### **Lackawanna County Coordinated Transportation System: Full Time Van Driver**

Lackawanna County Coordinated Transportation System is currently seeking applicants for full time Van Driver. Drivers are responsible for the safe operation of an assigned van, lift equipped van, or other assigned vehicles to transport passengers over scheduled routes as designated.

#### **Requirements:**

- Applicant must possess a valid Pennsylvania Commercial Drivers License with passenger endorsement and a clear driving record. License must be maintained throughout employment with LCCTS.

#### **Responsibilities will include:**

- Drivers must be courteous and respectful to all passengers. In addition, drivers must be equipped to handle emergency situations, bad weather, changing work schedules and passenger issues.
- As required, drivers are responsible to open doors for passengers, assist passengers on and off the van, and assist passengers when necessary to and from their home or another facility (i.e. hospital, doctor's office).
- Drivers must operate a two-way radio in accordance with F.C.C. rules and regulations.
- Drivers must obey posted speed limits, traffic lights, traffic signs, and comply with the provisions of the Pennsylvania Motor Vehicle Code.
- Drivers must report all accidents and incidents involving passengers upon occurrence.
- Drivers must maintain daily trip sheets as directed.
- Drivers must complete written reports on vehicle conditions daily. Drivers must conduct pre-trip vehicle inspections on a daily basis to check tires, lights, gas, washer fluid, oil and coolant. The driver must add fluids, as necessary.
- Drivers must maintain vehicle cleanliness.
- Drivers must make sure vehicles are secured at the end of the day, and make sure all accessories are turned off.

**Interested candidates may apply for the position no later than November 30, 2011 to:**

**Human Resources Analyst**

**200 Adams Avenue**

**Scranton, PA 18503**

**[petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org)**

**EOE**