

# TRANSPORTATION AIDE/DRIVER

## DEFINITION

Under the supervision of a social work supervisor, this position's primary responsibility is to safely transport children, youth and adults to and from a variety of locations throughout Dane County and state-wide. Occasional out-of-state trips may also be required. A county-owned vehicle is provided for all trips. This position is also responsible for taking county vehicles to designated service sites for maintenance and repairs; and to perform other duties as required.

## EXAMPLES OF DUTIES

Contact consumers, foster parents, and/or others to schedule visits or appointments; transport children, youth and adults to appointments, visits, and other meetings; notify social workers regarding significant concerns that occur during transport; take county-owned vehicles in to be serviced or repaired.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of education, training and experience equivalent to graduation from high school. Plus, one year experience working with the public. Also, must possess an excellent driving record.

Knowledge, Skills and Abilities: Knowledge of traffic safety laws and ability to abide by them; ability to operate a motor vehicle safely ability to relate to a wide variety of people, with respect for individuals and their differences; ability to maintain confidentiality; ability to carry out oral and written instructions; ability to read and follow detailed road maps; ability to maintain effective working relationships with others; ability to speak and hear clearly in order to communicate effectively; ability to plan and organize efficiently.

### Special Requirements:

Normal schedule is eight hours per day, Monday through Friday, but starting and ending times may vary to accommodate the need for early morning and evening transportation duties.

Must possess or be eligible for a valid Wisconsin driver's license and access to reliable personal transportation.

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