REVISED: 9-05-93

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Vehicle Operator Aide	CODE: 54440C
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities	JURISDICTION: County

FUNCTION: Under general supervision from supervisor in charge of transportation, rides program vehicles to supervise behavior & activities of persons with mental retardation &/or developmental disabilities while enroute to & from facilities, maintains discipline & detects conditions which may threaten safety of passengers & assists in preparing required reports &/or records; may perform cleaning or custodial duties;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Rides program vehicles to supervise behavior & activities of persons with mental retardation &/or developmental disabilities while enroute to & from facilities, maintains discipline & detects conditions which may threaten safety of passengers.	Knowledge of (1) 169 board's vehicle transportation policies*, (2) characteristics & needs of persons with mental retardation & developmental disabilities*; ability to (3) recognize unusual & threatening conditions & take appropriate action, (4) develop & maintain good rapport with vehicle passengers.
2		Assists in preparing required reports & records; attends training sessions & workshops as assigned.	Ability to (5) prepare & maintain meaningful, accurate & concise reports.
			(*)Developed after employment.

MINIMUM CLASS REQUIREMENTS (including license, if any.):

Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary.