NEW: FB 09 2003

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Transportation Service Worker 2	CODE: 03312
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities only	JURISDICTION: County

FUNCTION: Under direct supervision from Transportation Service Supervisor or other administrative superior, operates passenger bus to transport passengers to/from various activities;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Operates passenger bus (i.e., designed to carry 23 or more passengers) to transport passengers (e.g., preschool &/or school age &/or adult students, adult enrollees, personnel) to &/or from program sites &/or other destinations (e.g., education &/or training &/or employment programs, field trips, recreational activities, other program activities, medical appointments, court appearances), using established routes or determining most efficient routes.	Knowledge of (1) safety practices pertaining to driving in all weather conditions, (2) agency policies and procedures*; skill in (3) equipment operation (passenger bus); ability to (4) recognize unusual or threatening conditions & take appropriate action, (5) carry out detailed but basic written or oral instructions, (6) count, do basic addition & subtraction.
2		Maintains discipline of riders, assists riders on/off bus (e.g., physically lifts, moves, carries as needed) using available apparatus &/or adaptive equipment; uses appropriate interventions to address behavior concerns.	Knowledge of (7) safety practices pertaining to lifting/moving heavy objects, (8) human relations; skill in (9) equipment operation (lifts or other apparatus &/or adaptive equipment for assisting persons on/off vehicle)*; ability to 4, (10) lift up to 75 pounds. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):
Adverse weather conditions (e.g., heat, cold, rain, snow). May be exposed to communicable diseases, blood-borne pathogens & bodily injury.	Commercial Driver's License with proper endorsements in accordance with ORC 4506.01(E), 4506.12 & 4511.01 & AOC 3301-83-19 & 3301-83-21. In addition, positions transporting children ages 3 through 21 require completion of Ohio pre-service school bus driver training program & must be at least 18 years of age with 2 years driving experience in accordance with ORC 3327.10 & OAC 3301-51-10 & 3301-83-10 & have a current & valid American Red Cross first aide certificate or equivalent training per OAC 3301-83-21.

NEW: _____

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Transportation Service Worker 2	CODE: 03312
	MAJOR AGENCIES: County Boards of Mental Retardation/Developmental Disabilities only	JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3		Performs daily pre-trip inspection of vehicle; notifies supervisor of needed maintenance &/or repairs; fuels vehicle; cleans vehicle.	Knowledge of 2*, (11) basic automotive functions.
4		Maintains log of mileage; completes accident/incident reports as needed.	Knowledge of 2*; ability to 6, (12) maintain accurate records, (13) prepare meaningful, concise & accurate reports.
5		Attends safety meetings, training workshops, in-services, conferences.	Knowledge of 1, 2*.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):