

AppalCART Description of Work

AppalCART drivers operate vans and buses in the Watauga County area and are responsible for the safe and orderly transportation of passengers to and from their destinations. Work includes completion of daily vehicle inspections, fueling, interior and exterior cleaning, maintaining accurate trip records, assisting passengers as required, receiving and accounting for fares, preparing daily route summaries, radio communications and other activities as assigned by the Operations Manager. All drivers are paid on an hourly basis. There are full-time and part-time positions.

Responsibilities

1. **Care of Vehicle** - Inspects the vehicle daily prior to beginning a route. Follows a prescribed checklist to review the vehicle's operational and safety features; Reports all repair needs or problems to the dispatcher on duty; Completes all fluid checks and maintains proper fluid levels; and Cleans the vehicles.
2. **Driving Behavior** - Uses prudent judgment in following dispatch instructions; Responsible for recognizing, creating and following logical sequences for picking up and dropping off passengers in an efficient manner; Learns to operate all Authority routes and vehicles; Observes all traffic laws, especially those related to public transportation; Ensures that all passengers wear seat belts when required; and Follows all safety regulations.
3. **Record Keeping** - Maintains and completes accurate daily trip sheets to provide the necessary data for the Authority's management information system; Follows reporting procedures as prescribed; and Receives and accounts for all fares as collected daily.
4. **Passenger Assistance** - Assists passengers to and from the vehicle. Drivers can assist passengers from the vehicle to a ground-level entrance, but are not to move wheelchair persons up and down stairs and are not to enter a private residence or destination.
5. **Use of Radio** - Keeps in regular contact, by radio (or by telephone if radio system is down) with the dispatcher; Uses correct FCC procedures and observes radio courtesy; and Keeps clocks synchronized with dispatch office by calling in time checks.
6. **Attitude, Initiative, Behavior, and Appearance** - Attends and successfully completes the following courses: driver's safety, defensive driving, emergency first aid, cardiopulmonary resuscitation (CPR), and alcohol/drug training courses; procedures prescribed by the Authority in emergency situations. Represents the organization in a professional and positive manner. Adheres to the AppalCART dress code.
7. **Other** - Performs other duties, as assigned by supervisor, or as required to carry out the mission of AppalCART.

Qualifications - Must be able to accept and follow instructions. Must possess a valid North Carolina CDL "P" license and be at least 21 years of age. Must not have any physical or mental limitations that prevents the competent operation of a motor vehicle or prevents the provision of physical assistance to passengers. Must be bondable, courteous and dependable, and able to relate to people of all ages, economic and ethnic backgrounds. Must have a good driving record. This position requires graduation from high school, GED, or the equivalent in work experience.