

Paratransit Operator I (full time):

The Paratransit Operator I transports passengers over specified distant points according to a set time schedule. The Paratransit Operator is required to operate the assigned vehicle in a safe, reliable, and professional manner while being courteous, patient, and helpful to all passengers.

Responsibilities include (but not limited to):

- Abiding by all safety and traffic regulations/laws as well as company policy/procedures.
- Properly completing all required paperwork to include manifests, pre/post-inspection checks, accident reports, and other applicable forms/reports.
- Accurately recording all mileage, driving, waiting, and administration time on daily manifest sheet.
- Using sound judgment in following dispatch instructions, being able to recognize, create, and follow logical sequences for pick-up and drop-off of passengers in an efficient manner.
- Attending training classes and successfully completing each. Training includes, but is not limited to, CPR, First Aid, and special assistance techniques and driving skills.
- Dressing in appropriate uniform and maintains a neat, clean, and well-groomed appearance.
- Answering passenger questions politely and accurately, to include questions about service area, eligibility requirements, and fares.
- Be knowledgeable of the fare box procedures, collecting the proper fare, and issuing fare media.
- Ensuring passengers' ride is comfortable and safe.
- Providing assistance to individuals as needed.
- Knowing all emergency procedures and reports all accidents, emergencies, and incidents immediately.
- Knowing and maintaining proper radio procedures/protocol.
- Knowing and abiding by all ADA transit requirements.
- Keeping current on the operation of all service routes.
- Fueling and cleaning vehicle as required.

The successful candidate must have a CDL with a passenger endorsement and be able to maintain a DOT card. Starting minimum salary is \$26,186.00 and we offer a comprehensive benefits package.

Interested and qualified candidates can email resume and cover letter to: jobs@gotriangle.org or mail to: GoTriangle, PO Box 13787, RTP, NC 27709.

We are an Equal Opportunity Employer. No phone calls, please.