

TRANSPORTATION WORKER

DEFINITION

Under immediate supervision, transport clients of Human Services Agency; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

An employee in this class has the responsibility for the safe transport of clients, including children and adults, while transporting them to a variety of appointments.

TYPICAL DUTIES

1. Transports clients, which includes children and adults, to and from various points within the county and out-of-county, including medical visits, parenting classes, counseling sessions, visitation at Mary Graham Children's Shelter and placements.
2. Observes clients during their transportation assignment; reports to social worker any unusual behavior; handles inappropriate behavior during the transportation assignment; enforces transportation safety standards such as proper use of seat belts.
3. Facilitates on-site family visits between children and parents; locates visiting room; verifies parents' identification; instructs parents and children about general visitation rules; notifies social worker that visit in progress; terminates visits.
4. Serves subpoenas, citations, or legal papers; conducts residency verification checks as needed.
5. Cleans and fuels vehicles; reports on suspected mechanical problems.
6. Prepares, files, and processes routine reports.
7. Picks up and delivers supplies, medicines, donations, clothing and other material.

MINIMUM QUALIFICATIONS

License: Possession of a valid California class C driver's license.

EITHER I

Experience: One year of paid work experience transporting children to social service appointments.

OR II

Education: Completion of 30 semester units in an accredited college or university with at least 6 units in the social or behavior sciences may be substituted for the required experience.

Knowledge of: Fundamentals of human behavior; California traffic regulations; motor vehicle operation; safe driving practices; principles and practices of public relations, principles of first aid.

Ability to: Effectively transport children and adults; follow oral and written instructions; prepare routine observation reports; establish and maintain effective working relationships with others; maintain confidentiality of information in compliance with department regulations; drive passenger vehicles in a safe manner; administer emergency first aid; read and interpret maps.

Amended: 4/12/95
Renumbered: 07/03