

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 009250
Grade 12**

HEALTH SERVICES DRIVER

DEFINITION OF CLASS:

This work involves operating a multi-passenger van to transport passengers receiving health care. Contacts include transported passengers and Montgomery County school personnel where children are picked up and delivered, the primary purpose of such contacts being to receive and provide information regarding appointments and/or pick-ups and corresponding driving schedules. The employee provides immediate and short-term public service assistance on a daily, recurring basis to many people.

An employee in this class is responsible for the safe and timely operation of a transit vehicle in all types of climatic conditions. The employee is assigned a predetermined schedule indicating appointment times, location of persons to be transported, and location of Health Care Clinics. The employee independently determines the most efficient route to meet established schedules. Work performance is carefully evaluated by supervisory personnel based on safe and timely pick-up of passengers, courteous treatment of passengers, and adherence to established procedures. The application of judgment concerning State traffic laws and posted regulations and varying weather/traffic conditions is characteristic of this work. The complexity of this work is limited to learning the Montgomery County street locations and the ability to pick-up, transport and deliver persons in a timely, safe, and courteous manner. The impact of this class of work is realized by health care patients in that it provides them a method to get to and return from health centers which may otherwise not be accessible. Work assignments require continuous driving for extended periods and getting in and out of vehicle at various pick up and drop off sites to accompany passengers who are usually young children. Light physical effort is required in the work by assisting passengers embarking on and disembarking from the vehicle.

EXAMPLES OF DUTIES: (Illustrative Only)

- Operates a motor vehicle and complies with applicable State, County, and departmental regulations to pick up, transport, and deliver passengers receiving health treatment.
- Maintains daily log of passenger information and total miles driven.
- May schedule pick-ups and perform routine clerical office tasks of a general nature.
- Maintains radio communication with Health Center base station to report schedule changes/conflicts, vehicle breakdowns, accidents, interruptions in service, or other information vital to maintaining daily schedules.
- Aids passengers boarding and departing from transit vehicle.
- Inspects general operating condition of vehicle before daily run; reports unsafe vehicle conditions or damage to supervisor.
- Arranges for scheduled quarterly maintenance of vehicle.
- Maintains appropriate security for transit vehicle and its contents (e.g., seat belts on passengers); ensures vehicle cleanliness is maintained, inside and out.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge, Skills and Abilities:
- Knowledge of State of Maryland laws governing vehicle operation.
- Ability to rapidly acquire knowledge of the streets and roads of the County and the State.
- Ability to operate a passenger van.
- Ability to understand and follow verbal and written instructions.
- Ability to deal tactfully, effectively and equitably with people.
- Ability to perform limited clerical office tasks, such as filing and answering telephones.
- Possession of a good driving record as determined by the Department/ Agency to which the position is assigned.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of experience operating light automotive equipment, such as a passenger van.

Education: Ability to read and write in English and possess verbal communication skills.

Equivalency: None.

Physical Ability: Ability to load and unload a variety of office equipment supplies and materials weighing up to and including twenty-five (25) pounds.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam with a pre-placement Drug/Alcohol Screen.

Class Established: March, 1978

Revised: December, 1980

May, 1987

June, 1995 (M)

August, 2013