



JOB ANNOUNCEMENT

Position: Paratransit Driver
Department: Paratransit/Transportation Department
Reports to: Transportation Director
FLSA Status: Full-Time, Non-exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

Position: Under the direction of the Director, the Paratransit Driver is responsible for operating paratransit vehicles to transport passengers to various destinations within the Township service area. The driver must follow the procedures and requirements governed by PACE and all federal, state, and local laws, statutes, ordinances, rules, and regulations.

Responsibilities:

- Assists Dispatcher with routes and narratives.
- Drives paratransit vehicles to transport passengers on fixed route, throughout service area.
- As governed by PACE:
 - Assists elderly passengers and persons with disabilities with loading/unloading, and securement of wheelchairs within established safety procedures. Physically evacuates passengers in any emergency situations.
 - Regulates hearing, lighting, and ventilation systems for passengers.
 - Complies with all traffic and driving regulations.
 - Operates vehicles in a safe and prudent manner.
 - Reports promptly and delays, accidents, and other incidents that may affect operations.
 - Maintains records and makes reports as required.
 - Inspects vehicles and performs pre-operation, during operation, and post-operation checks.
 - Promotes positive passenger relations by acting in a tactful, courteous manner.

Education, Experience & Qualifications:

- Minimum of high school diploma or equivalent.
- Physically capable of operating paratransit vehicles.
- Must possess a valid Driver's License.
- Must pass all PACE requirements to operate a vehicle.
- Possess a valid unexpired medical examiner's certificate.

- Experience driving paratransit vehicles desirable.
- Demonstrated ability to work regularly.
- Willing to attend training and orientation courses and ability to satisfactorily complete those courses.
- Wear company uniform while on duty and maintain good grooming standards.
- Work effectively with other employees and the public.

Salary: Commensurate with experience. Rich Township offers a comprehensive benefits package, health plan options, group life and long-term disability insurance, paid time off, and much more.

Working conditions: The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

To apply: Send resume, cover letter and the names and contact information for two professional references to pal-amin@richtownship.org. Put the phrase “Paratransit Driver” in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate based on creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status.