

## DISABILITY TRANSPORTATION SPECIALIST SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
4833	Disability Transportation Specialist	14	013	6 mo.	04/15/14	Rev.
4834	Head Disability Transportation Specialist	14	013	6 mo.	04/15/14	Rev.

### *Promotional Line: 352*

#### Series Narrative

Employees in this series operate and/or assist in supervising the operation of lift-equipped transit coach buses that serve the transportation needs of students, staff, faculty and visitors with disabilities in accordance with the Americans with Disabilities Act. The employees also provide personal assistance and information to riders getting onto or off the coach buses or when difficulties occur in transit.

#### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Disability Transportation Specialist** **4833**

Under general supervision from a designated supervisor, employees at this level operate a lift-equipped transit coach bus in a highly congested campus setting negotiating multiple stops and provide related personal assistance and ridership information to accommodate the transportation needs of primarily students, staff, faculty and visitors with disabilities.

A Disability Transportation Specialist typically—

1. operates a lift-equipped transit coach bus devoted to accommodating the transportation requirements of ADA-qualified students, staff, faculty and visitors on and off campus examples include assisting riders in wheelchairs or with other equipment/aids supporting persons with disabilities, such as oxygen tanks, guide dogs, walkers, etc.
2. provides assistance as necessary in loading and off-loading clientele served (such as clearing snow and ice, pushing persons in an inoperable wheelchair or cart [powered and non-powered] from building interior, etc.) or provides assistance within employee's capacity or departmental guidelines or parameters to riders if any medical/mechanical problems arise en route
3. provides accessible transportation service for special events including airport arrivals and departures for unit and other campus activities
4. transports persons in the event of (i.e., broken wheel chair) non-medical emergency to/from standard medical appointments and hospitals
5. reports deficiencies, to other department staff or emergency personnel, that may impede travel or create a danger to persons with disabilities (such as routes of travel, curb cuts, ramps, loading zones, ice and snow build-up, illegally parked vehicles, construction sites that inhibit travel for persons with disabilities, etc.)
6. assures confidentiality regarding medical related conditions of passengers

7. provides vehicle maintenance inspections, including checking all fluids in bus (i.e., oil, transmission, windshield wiper fluid) and conducts visual inspections on a daily basis
8. maintains accurate records pertaining to oil consumption, fuel usage, and mileage of assigned vehicle
9. performs other related duties as assigned

**Level II: Head Disability Transportation Specialist****4834**

Under general supervision of a designated supervisor, employees at this level provide assistance to the supervisor and, as necessary, operate a lift-equipped transit coach and provide related personal assistance and ridership information to accommodate the transportation needs of students and staff with a disability.

A Head Disability Transportation Specialist typically—

1. assists supervisory/management staff relative to, scheduling of transportation service, daily Disability Transportation Specialist (or other staff) work schedules and overtime assignments, route changes, and ride board counts
2. assists supervisory/management staff with bus inspection forms, safety lane inspections, bus maintenance schedules, ride board counts, or similar
3. keeps records of bus vehicle mileage, and repairs/maintenance to vehicles; prepares reports
4. acts for the supervisor on transportation related issues in his/her absence
5. performs all duties of a Disability Transportation Specialist as required
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Disability Transportation Specialist****4833**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of a current commercial driver's license, Class B or C passenger endorsement as required by the State of Illinois for the type of motor vehicle(s) to be operated.\*
2. Two (2) years (24 months) of experience operating lift-equipped coach buses, transporting multiple persons with disabilities to multiple locations within a congested campus or city setting.

*\*Note: Based on specific equipment to be operated, each Employer will make final determination on necessary Driver License required for each position.*

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of CDL driver safety rules and regulations
2. Demonstrated ability to safely and effectively operate a lift-equipped transit coach bus
3. Proven ability to remain calm in stressful situations
4. Ability to safely operate a coach bus with hydraulic lift
5. Ability to diagnose and perform minor adjustments, and preventive maintenance on buses/vans
6. Ability to interact with and provide personal assistance to persons with disabilities
7. Ability to learn the location of all campus buildings and accessible entrances
8. Ability to work with dogs that support persons who are visually impaired
9. Ability to react calmly in an emergency or stressful situation
10. Ability to revise schedule and assume other transportation routes as necessary
11. Ability to lift/move persons/equipment that may exceed 250 lbs. combined

**Level II: Head Disability Transportation Specialist****4834**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of a current commercial driver's license, Class B or C passenger endorsement as required by the State of Illinois for the type of motor vehicle(s) to be operated.\*
2. Two (2) years (24 months) of experience operating lift-equipped coach buses, transporting multiple persons with disabilities to multiple locations within a congested campus or city setting.
3. Two (2) years (24 months) of work experience comparable to that gained as a Disability Transportation Specialist.

*\*Note: Based on specific equipment to be operated, each Employer will make final determination on necessary Driver License required for each position.*

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Possession of attribute requirements listed for the Disability Transportation Specialist
2. Supervisory ability
3. Demonstrated ability to keep records and prepare reports

4. Proven ability to maintain confidentiality
5. Ability to exhibit professionalism at all times

DRAFT 2.28.14