

**JOB DESCRIPTION**

**JOB TITLE:** TRANSPORT DRIVER  
**REPORTS TO:** Community Corrections Director  
**DEPARTMENT:** Community Corrections  
**DIVISION:** N/A  
**CLASSIFICATION:** Non-Exempt

**ORIGIN DATE:** April 2011  
**REVISION DATE:** Oct. 2018  
**DEPARTMENT NO:** 10-11  
**JOB ZONE:** 4.0 to < 6.0

**I. JOB SUMMARY:** This is a part-time, on call, non-exempt position with no benefits. This position is responsible for transporting youth both in secure and non-secure custody to designated placements.

**II. PRIMARY DUTIES:**

- a. Operate county vehicles and transport juveniles as directed by the court or a community corrections officer.
- b. Maintain vehicles in a clean manner; i.e. take vehicle to care wash, gas and service as needed, check for restraints and make sure there are not objects in the vehicle that may be used as a weapon.
- c. Maintain transport driver log of times in and out of service, youth transported, and, any other information requested.
- d. Sign all court ordered transport orders to verify that transport was completed.
- e. Follow all directions with regard to use of law enforcement radios and cell phones that are in vehicles. All transports shall have the beginning and ending mileage reported to the Lyon County Dispatch.
- f. Perform pat down searches, shackle and handcuff juvenile offenders in preparation for transport.
- g. Duty to maintain a positive work atmosphere by acting and communicating in a manner so that employee gets along with customers, citizens, coworkers and management.
- h. Being pleasant, respectful and civil with others on the job and displaying a good-natured, cooperative attitude.
- i. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- j. Obligation to be reliable, responsible, dependable, and fulfill duties.
- k. Must show up for work on a regular and predictable basis as scheduled.

**III. INTERMITTENT DUTIES:**

- a. Maintain custody of youth during court proceedings.
- b. May need to carry youth's belongings to and from a vehicle.
- c. Attend both required and selected seminars and training programs.

**IV. QUALIFICATIONS:**

- a. Requires current class C driver's license.
- b. EDUCATION: High school diploma, G.E.D. or equivalent required.
- c. KNOWLEDGE: Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write, and speak English with the ability to speak a foreign language helpful. Knowledge of the principles, methods, and procedures to facilitate an acceptable reintegration and/or continued adjustment of juvenile offenders within their environment.

**V. SKILLS:**

- a. Operate motor vehicle and office and communications equipment associated with this position.
- b. Problem Solving: Problem solving is a frequent factor in this position. Problems include the providing of supervision of staff and caseload management
- c. Decision Making: Is a frequent factor in this position in dealing with variance of responsibilities
- d. Supervisory: Incumbent performs rather autonomously.
- e. Financial/Budgetary: Purchases are under the guidance of department policy. The Director has prime responsibility for budgetary procedures and grant programs of the department.
- f. Interpersonal: Continual contact with other County Departments, law enforcement agencies, other community providers and the public.
- g. Working Conditions: There are minimal adverse working conditions in the department facilities. Situations may occur where contacts with clients, families and others may be unpleasant. Arrangements for transportation of juvenile offenders may have to be made at any hour of the day or night, seven days a week.
- h. Physical Requirements: Requires sufficient visual acuity to be abler to read and write and operate equipment common to this position. Requires sufficient hearing level to be able to effectively communicate with people directly or by telephone. Occasionally lift items weighing up to 25 pounds to a height of 60 inches. May be subject to brief periods of intense physical activity.

**i. Employees hired after August, 2018:** Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: OFFICE PERSONNEL: **The Company representative hereby acknowledges the following as valid physical requirements:**

1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).

- 3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
- 4. Employee’s position requires pushing a maximum force of 5 pounds.
- 5. Employee’s position requires pulling a maximum force of 5 pounds.

**ii. SAFE LIFTING CRITERIA:**

- 1. **Floor to knuckle:** 45 lbs.
- 2. **12” to knuckle:** 45lbs.
- 3. **Knuckle to shoulder:** 22.5 lbs.
- 4. **Shoulder to overhead:** 22.5 lbs.
- 5. **Carry:** 45 lbs.
- 6. **Push:** N/A
- 7. **Pull:** N/A

**This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).**

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

*By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Lyon County Representative Signature \_\_\_\_\_