

## TRANSPORTATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work primarily involves transporting the clients or patients of a governmental agency by motor vehicle to a variety of locations in order to arrive promptly for appointments or other events. The work is carried out under general supervision in accordance with the policies and procedures of the agency in which employed. A Transportation Aide performs related and other duties as required.

### TYPICAL WORK ACTIVITIES:

- Operates a motor vehicle in order to transport patients or clients to and from therapies, activities, appointments, or other events;
- Assists clients and patients into and out of motor vehicles and as may be necessary upon reaching a destination;
- Picks up and delivers equipment, supplies, messages, and mail;
- On those occasions when not driving, may participate in a wide variety of miscellaneous tasks in the agency such as cleaning, directing visitors, assisting clients and patients, filing documents, photocopying papers, et cetera.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of safe driving practices; skill in the operation of motor vehicles; ability to establish and maintain suitable relationships with clients and patients; ability to understand and carry out simple instructions; an excellent driving record; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possess and maintain appropriate class driver's license to operate a vehicle in New York State and use of a privately-owned motor vehicle.

*SPECIAL REQUIREMENT FOR DEPARTMENT OF SOCIAL SERVICES:* New hires will be required to submit to and pass a pre-employment Staff Exclusion List (SEL) check and a State Central Register (SCR) background check due to access and exposure to child abuse and maltreatment records.

## CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 6/23/88

Revised: 3/10/2023