



## Taxi Drivers

The Aging and Disability Resource Center of Southwest Wisconsin (A.D.R.C.) is recruiting for **substitute** Taxi Drivers. This position drives a wheelchair accessible vehicle for residents of all ages in the cities of Boscobel, Fennimore, and Lancaster. The Taxi Driver is responsible for routine maintenance and operation of the vehicle.

### Minimum Qualifications:

#### Education:

- Graduation from high school or high school equivalency

#### Experience:

1. Experience working with older adults preferred
2. Valid Wisconsin driver's license and good driving record required

#### Note:

1. Must be able to push, lift, and move up to fifty (50) pounds independently
2. A Department of Justice Criminal Background Check will be obtained prior to hire
3. Equivalent combinations of job related education and experience may be considered

**How to Apply:** A [Grant County application for employment](#) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Personnel Department (608)723-2540. **A Grant County Application** is required. Applications will be accepted at the following address until the positions are filled.

### Grant County Personnel

111 S. Jefferson St.  
PO Box 529  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Taxi Driver

**DEPARTMENT/ AGENCY:** Aging and Disability Resource Center of Southwest Wisconsin (ADRC)

**IMMEDIATE SUPERVISOR:** ADRC Director

**PAY RANGE:** Grade D (01/01/2018)

**FLSA:** Non-Exempt

### **NATURE OF WORK**

This position drives a wheelchair accessible vehicle for residents of all ages in the cities of Boscobel, Fennimore and Lancaster. Currently this position works four days per week, up to thirty-two hours a week. The taxi driver is responsible for routine maintenance and operation of the vehicle.

### **MINIMUM QUALIFICATIONS**

#### Education:

- Graduation from high school or high school equivalency

#### Experience:

1. Experience working with older adults preferred
2. Valid Wisconsin driver's license and good driving record required

#### Other:

1. Must be able to push, lift, and move up to fifty (50) pounds independently
2. A Department of Justice Criminal Background Check will be obtained prior to hire

Note: Equivalent combinations of job related education and experience may be considered

#### Knowledge, Skills and Abilities:

1. Ability to pass any and all pre and post employment drug and alcohol testing
2. Ability to relate well with others and have an outgoing personality
3. Knowledge of and sensitivity towards the needs of people, especially elderly and disabled citizens
4. Skills in customer service
5. Oral and written communication skills
6. Ability to read maps and follow directions
7. Ability to be alert to the needs of customers
8. Ability to use a radio for receiving customer calls from dispatcher
9. Ability to work effectively and harmoniously with others

### **ESSENTIAL FUNCTIONS**

Under general direction

1. Coordinate the delivery of transportation service using the best route and the most efficient manner
2. Perform a daily safety inspection of the vehicle and complete a daily inspection form
3. Inform supervisor of maintenance needs
4. Keep the interior and exterior of the vehicle clean
5. Perform basic snow and ice removal from the vehicle
6. Assist participants to and from their home to the vehicle

7. Assist with packages
8. Operate wheelchair lift in a safe manner
9. Perform other services which facilitate the use of the taxi by customers
10. Complete a daily report and reconcile fares
11. Collect fares
12. Immediately report any accidents, vehicle breakdowns, or customer injuries
13. Perform regular community outreach to promote the taxi service
14. Attend a mandatory annual training related to passenger and driver safety issues and concerns
15. Perform such other duties as may be assigned

**SUPERVISION RECEIVED**

General and specific assignments are received and work is performed according to prescribed methods and procedures.

**SUPERVISION EXERCISED**

None

**ENVIRONMENTAL FACTORS**

This position requires travel in all types of weather; must be able to meet the transportation requirements of this position; dexterity in moving and picking up objects is required; ability to bend, stretch, kneel, and perform basic mobility functions such as ambulating, opening and closing doors, and assisting customers. Must be able to push, lift, and move up to fifty (50) pounds independently; this position assists customers and carries packages in and out of buildings during all kinds of weather

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/2018