

Associates for Human Services, Inc.

JOB DESCRIPTION

DEPARTMENT: WISE ADULT DAY HEALTH
POSITION: VAN DRIVER
REPORTS TO: TRANSPORTATION MANAGER
SUPERVISES: N/A
STATUS: NON-EXEMPT

GENERAL DESCRIPTION:

The van driver is responsible for driving a passenger van over designated routes for the purpose of transporting Wise participants to and from the Wise center between the approximate hours of 6:30 – 9:30 a.m. and 1:45 p.m. – 5:00 p.m. The van driver must be physically able to assist passengers in and out of a wheelchair accessible van. Assisting passengers may involve providing physical support to get in and out of van, securing seat belts and safety belts, handling & securing wheelchairs, and moving passengers' equipment in and out of van.

REQUIREMENTS:

- High School Diploma or Equivalent
- Must be age 25 or older
- Must have current valid driver's license.
- Specific vision abilities to perform the driving task required to safely operate a passenger vehicle, including close vision, peripheral vision, color vision and the ability to adjust focus.
- Satisfactory references, CORI check, driving record, alcohol and drug screening.
- Must be able to read and write in English well enough to communicate basic concepts and ideas, converse with the general public, understand traffic signs and signals, and make legible entries on reports and records.
- Ability to understand and follow oral and written directions and program policy and procedures.
- Experience driving large vehicles and passengers preferred.
- Experience or desire to work with seniors, other adults with special needs and their caregivers.
- Acquire and maintain current C.P.R. and First Aid certifications.
- Ability to operate a wheelchair lift.
- Ability to respond appropriately in emergency situations.
- Must possess the physical agility necessary to lift and move patients safely.
- Ability to work independently in the absence of supervision.
- Responsible for providing evidence of physical exam and results of negative TB screening within one year prior to employment.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

DUTIES AND RESPONSIBILITIES:

- Work schedule starts at least 15 minutes prior to departure time.
- Conduct pre and post inspections of van according to check list prior to each departure and at end of shift (ie: tires, general van condition, gas level, cell phone, snow removal, etc.).
- Fuel vans before or after van run without passengers in van.
- Transport assigned passengers to and from residences and Wise program.
- Assist passengers in and out of van as needed and appropriate.
- Record beginning and ending mileage and times of pick up and drop off of passengers on run sheet.
- Stay with van at all times ie, never lose sight of the van.
- Fill out daily checklists on van condition and weekly reports and documentation as needed and appropriate.
- Keep necessary van paperwork and equipment readily accessible.
- Assure all passengers are appropriately wearing seat belt and all wheelchairs are properly tied down and secure prior to driving.
- Ensure van cell phone is charged and driver handbook is available at all times for reference.
- Maintain compliance with agency policies and procedures.
- Operate vehicle within prescribed routes in accordance with the time schedules.
- Maintain compliance with all rules and regulations as outlined by the department of transportation, state driving laws and the agency.
- Practice safe and defensive driving, adherence to safe driving principles and practices.
- Recognize problems which may interfere with the welfare of passengers and implement appropriate solutions.
- Attend monthly staff meetings, in-services and individual supervisions.
- Remain current with all necessary licensure, certifications and trainings.
- Notify Transportation Manager as soon as possible of any moving violations or accidents in company vehicles, or if license revoked or suspended.
- Other related duties as assigned by Transportation Manager, Program Director or designee.

This job description is not intended to be all-inclusive.

I have received and read this job description. My signature below represents acknowledgement of my responsibilities.

Employee Signature

Date

Supervisor Signature

Date