



POSITION DESCRIPTION

Driver 2	
Department: Transportation	Status: Regular Full-time, Non-Exempt
Reports to: Transportation Coordinator	Last Reviewed: December 2022
Titles reporting to this role: N/A	Next Review Date: March 31, 2023

Position Summary:

This job is responsible for transporting participants to and from the facility and during special events as requested. The driver will report any routine problems to the Transportation Coordinator immediately.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

General Duties

All drivers are responsible to adhere by the rules of the road at all times and are responsible for completing all agency-approved training.

Safety Procedures

Responsible for ensuring the safety of the passengers through driving them safely to and from Casa Central facilities and reporting any mechanical problem to the Transportation Coordinator inspector and Director of Transportation. Drivers may be asked to work overtime, holidays, weekends or for special events.

Driver Checklist

Responsible for maintaining a checklist with the daily vehicle inspection routine, such as vehicle inspection, and mileage in & out logs.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

No specific education level is specified, however, the position requires the ability to read and write. Must have 3 or years' experience driving a 15-passenger van or midsize 16+ passenger commercial bus.

Language Skills:

Bilingual in Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

N/A

Mathematical Skills:

N/A

Operating Environment and Working Relationships:

Willingness to be flexible with work schedules.

Decision Making Authority:

N/A

People Management:

N/A

License:

Must have a valid Commercial Driver's License Class C. CDL with Passenger Endorsement is preferred in order to drive Casa Central buses which transport 16 or more passengers (including the Driver) and 15 passenger vans. Requires a Motor Vehicle Report and approval from agency insurance company to drive.

Certification:

Must be CPR certified in accordance with Council on Accreditation standards.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

