

## POSITION DESCRIPTION



### **Title: Driver 2**

**Department:**  
Transportation

**Exemption Status:**  
Non-Exempt

**Reports to:**  
Transportation Coordinator

**Last Revised:**  
September 2019

**Titles Reporting to Job:**  
None

**Last Reviewed:**

### **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 Transportation Coordinator immediately.

### **Essential Duties and Responsibilities:**

#### **Agency:**

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making adheres to agency policy.
3. Cultivates a professional and respectful work environment.
4. To be actively involved and knowledgeable of the Agency's Performance Quality Improvement process.
5. Approves time sheets and ensures compliance with Agency and funder guidelines. Accountable for daily activities within the allowable activities approved by the Agency.

#### **Essential Duties:**

1. Drives Agency vehicles as requested.
2. Ensures the safety and well-being of passengers while transporting to and from Casa Central facilities. Which includes but not limited to assisting passengers on and off the vehicle when necessary.
3. Report in writing any mechanical problems with vehicle that is being used by you through the Vehicle Inspection Sheet and relay to Transportation Coordinator any concern, problem, or unusual changes pertaining to participants' well being in route to and from any Casa Central facility.
4. Works the occasional weekend and or holiday.
5. Assists Adult Wellness clients from their homes to the bus and from the bus to their respective homes as necessary and as needed. The safety and well-being of each client is the most important responsibility of the driver.
6. Attends drivers' meetings.
7. Review daily the Drivers Daily Schedule (this document indicates driver's daily assigned schedule (driving tasks)).
8. Driver is to be aware of his entire environment (inside the bus and outside of the bus). In the event that an unusual occurrence that seems to be an emergency or if it is an emergency; the following procedure is to be adhered to:
  - a. Secure the vehicle by parking to the side (or in the most appropriate safe place).
  - b. Call 911 and inform emergency of situation and where you are located.

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- c. Follow emergency procedures as necessary.
- 9. Completes and maintains the following:
  - a. Vehicle Inspection Sheets (sheet that verifies that vehicle is in proper operating conditions).
  - b. Inspects vehicle that will be using for assignment assuring that it is maintained in good working condition.
  - c. Mileage In & Out Logs.
  - d. Adult Wellness Centers Daily Pickup & Drop off sheets; these are to be filled out each time clients are picked up and dropped off daily.
  - e. The Adult Wellness Center Daily Pickup & Drop off sheets must be given daily to Adult Wellness Programs Coordinator and or Administrative Assistant and or designated personnel.

**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, position requires the ability to read and write. Must have 3 or more years' experience driving a 15 passenger van or midsize 16+ passenger commercial bus. Must also have experience working with aged or frail adults and children.

**Language Skills:**

Bilingual/Bicultural in English and Spanish preferred. Must be able to read and comprehend instructions, short correspondence and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**Computer Literacy:**

N/A

**Mathematical Skills:**

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.

**Operating Environment and Working Relationships:**

Willingness to be flexible with work schedules.

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**Decision Making Authority:**

N/A

**People Management:**

N/A

**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 his or her hands. Must be able to assist in the emergency evacuation of participants.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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:** \_\_\_\_\_