

Tri-County Community Council, Inc.

Job Description

Prepared By:
Job Title: Driver
Department: Transportation
Reports To: Transportation Operations Assistant Director
FLSA Status: Non-Exempt
Prepared Date: June 2022
Approved By: Executive Director
Approved Date: June 2022
Salary Level:

SUMMARY

Drive vehicle (minibus, station wagon, or sedan) to transport customers to specified destinations (local and distant points according to schedule) by performing the following duties. Ensure safe transportation services are provided. Act as observer with new driver. Must perform wheel chair securement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Conduct pre-trip & post-trip inspection (as applicable).

Drive the vehicle from and to destination according to assigned schedule and collect fares as indicated.

Assist all customers into and out of vehicle while remembering sensitivities.

Secure customers wheel chair to restraining device to stabilize during trip.

Operate radio or cell phone to communicate with base station or other vehicles.

Clean and service vehicle with fuel, lubricant, and accessories. Ensure vehicle is fueled at end of last trip of the day or as required by Transportation Manager.

Keep records of trips. Prepare incident report on behavior of passenger or other incidents relating to transportation services.

Comply with contents of System Safety Program Plan, Transportation Handbook, and state and local standards.

Comply with traffic regulations.

Must comply with DOT Substance Abuse Policy.

Report delays or accidents.

Introduce self to passengers and make them feel secure during transport. Announce stops.

Attendance is essential to this position.

Attend trainings and meetings for enhanced job performance.

Respect and understand the Chain of Command.

Wear agency furnished uniform and ID Badge.

Perform any other duties as assigned by the Transportation Manager that is in the best interest of the agency.

SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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 enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Two years of high school education or up to five years related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract six-digit numbers.

REASONING ABILITY

Ability to apply common sense understanding to carry instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

Operators Driver's License

For bus – CDL

First Aid

Initial DOT Physical Exam & one thereafter every two years; annually if age 65.

Level II Background Screening

Proof of proper vehicle insurance coverage.

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 could be required to climb (into vehicle), talk or hear. The employee frequently is required to sit (riding for lengthy period of time); reach with hands and arms; and stoop, kneel, crouch, or crawl (to secure wheelchair). The employee is occasionally required to stand and walk. The employee must occasionally lift up to 50 pounds and move wheelchair clients up to 300 pounds. Specific vision abilities required for the job include ability to adjust focus.

Specifically, driving, wheelchair assistance (loading, unloading, securing), and assisting customer on and off vehicle.

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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee could be exposed to vibration. The noise level at in the work environment is usually low to moderate.