

## Downtown Community Partners Job Description

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|-------------------------------|----------------------------------------------------------------------------|
| <b>Position Title:</b>        | <b>Driver 1</b>                                                            |
| <b>Division:</b>              | <b>Transportation Ellsworth</b>                                            |
| <b>Reports To Supervisor:</b> | <b>Supervisor</b>                                                          |
| <b>Supervises others:</b>     | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No        |
| <b>FLSA Status:</b>           | <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Exempt |
| <b>Last Revised:</b>          | <b>3/29/2022</b>                                                           |

### **POSITION SUMMARY:**

Drives agency vehicle to provide safe, comfortable, efficient transportation to accommodate all riders.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Drives assigned vehicle, as scheduled, to provide safe, comfortable, courteous, and efficient transportation daily
2. Ensures the safe transportation of passengers at all times daily
3. Must use Bluetooth for cellphone usage
4. Monitors behavior of passengers and takes appropriate action as necessary and documents daily
5. Cleans & Sanitize vehicle daily
6. Always adhere to motor vehicle regulations daily
7. Completes pre and post inspection of vehicle daily
8. Monitors vehicle condition and reports problems, complaints and/or needed vehicle maintenance promptly to supervisor and/or fleet manager as needed
9. Ensures vehicle parked on or off agency premises is secure at all times and in a location approved by Supervisor daily
10. Maintains on time schedule daily
11. Informs supervisor of road conditions and determines if conditions are unsafe for transporting passengers
12. Responsible for handling accidents and emergencies according to DCP established procedures
13. Secure mobility devices
14. Maintains communication with Transportation office using communication devices appropriately
15. Completes required paperwork and submits daily, including client donations, Manifests, pre-post inspection, signature logs, donations and gas receipts
16. Assists with training new drivers
17. Follows the rules and regulations of Passenger Assistance Training to ensure security of passengers
18. Complete all trainings in a timely manner as required
19. Call all riders the day before with estimated pickup times
20. When fueling vehicle driver must stay beside vehicle.
21. No passengers on vehicles when fueling up.
22. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with our without notice.

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**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs other duties as assigned by the supervisor and or division director

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**GENERAL EXPECTATIONS:**

1. Maintains positive internal and external customer service
  2. Greets and Assists passengers into and out of vehicle as needed daily
  3. Must be able to work with people and the ability to communicate effectively with passengers and staff
  4. Sufficient knowledge of the area.
  5. Understanding & comprehension of mandatory paperwork
  6. Must be able to communicate clearly with others, as well as handling minor issues with riders.
  7. Gain comprehensive knowledge of transporting riders after completing all required trainings.
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**PHYSICAL REQUIREMENTS:**

- Ability to operate handicap accessibility equipment
- Ability to assist passengers
- Ability to lift up to 50 pounds occasionally
- Ability to carry up to 25 pounds occasionally
- Ability to push/pull wheelchairs with consumer in chair- weight varies (250 pounds plus)
- Bending, lifting, pushing, pulling

While performing the duties of this job, the employee is required to sit for long periods of time. repetitively using hands to drive agency vehicles; lift and up to 50 pounds; carry up to 25 pounds bending, kneeling required to secure mobility devices

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is primarily in agency vehicle
- Constant travel required
- Prolonged sitting
- Pushing wheelchairs
- Driving in all weather conditions.
- Exposures to extreme heat/cold.
- Some weekends, nights

- Travel may be required.
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**QUALIFICATIONS NEEDED FOR POSITION:**

**Experience Requirements: The following requirements are considered essential:**

- Up to 12 months of related driving experience required
- Mandated reporting
- First Aid/CPR/Blood-borne pathogen within 30 days
- Pass physical examination
- Defensive Driving within 30 days
- Children's Transportation Training
- Pass Department of Human Services Background check
- Pass national and state criminal background check
- Pass review of National Sex Offender Registry
- Passenger Assistance Training within 30 days
- Customer Service training
- HIPAA training
- Finger Printing as needed
- Fire extinguisher training
- Emergency Procedure training
- Difficult Passengers training
- FTA Drug Awareness
- Understanding passengers with disabilities

**Education Requirements:**

- High School Diploma or Equivalent
  - Must be able to pass all background checks.
  - Must be able to pass random drug and alcohol checks
  - Must be 21 years of age
  - Must have had a valid driver's license for 5 years
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**\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\***

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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**Signature**

I have read and understand, am able to perform the essential functions and meet the requirements and conditions of employment of the position. I will notify my supervisor of any changes in my ability to perform and/or meet the essential functions, requirements and/or conditions of employment of the position.

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**Employee's Signature**

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**Date**

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**Employee Name Printed**