

**UNITED SENIOR SERVICES OF SPRINGFIELD & CLARK COUNTY, INC.
125 WEST MAIN STREET
SPRINGFIELD, OH 45502**

JOB DESCRIPTION

TITLE: Driver
DEPARTMENT: Transportation
EMPLOYMENT STATUS: Part time Up To 30h/w
FLSA STATUS: Non-Exempt
SALARY GRADE:
SUPERVISOR: Transportation Coordinator

POSITION SUMMARY: Responsible for providing transportation to older adults; performing basic maintenance and repair of vehicles; and maintaining accurate records.

ESSENTIAL DUTIES:

1. Knows and follows all laws and regulations pertaining to passenger transportation.
2. Transports clients to nutrition sites, medical appointments, essential errands and social trips as scheduled.
3. Assist all passengers on and off vehicles as necessary to insure their safety.
4. Inspect vehicles (and specialized equipment such as wheel chair lifts and tie-downs) before each trip and complete pre-trip inspection form.
5. Performs preventative maintenance checks as scheduled.
6. Reports mechanical problems and passenger complaints to the Transportation Coordinator immediately after they occur.
7. Complete log sheet on each trip and gives to the Transportation Coordinator on a daily basis.
8. Collects client contributions, and gives to the Transportation Coordinator on a daily basis.
9. Cleans inside of vehicles on a daily basis.
10. Assist the Transportation Coordinator with minor maintenance and repairs of vehicles as requested.

EDUCATION/TRAINING

1. High school diploma or equivalent; must be 18 years of age or older.
2. Complete Defensive Driving Training Course, CPR/First Aid Course, and Exposure Control Training.
3. Participate in agency staff orientation.
4. Participate in required annual minimum of 8 hours of continuing education or in-service training.

KNOWLEDGE AND SKILL

1. Must have an excellent driving record and experience driving in all weather conditions.
2. Knowledge of Springfield and Clark County.
3. Ability to read road maps and have a good sense of direction.
4. Verbal and written communications skills.
5. Interpersonal relationship skills.
6. Ability to recognize and understand basic vehicle maintenance needs.

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ABILITY TO OPERATE EQUIPMENT, TOOLS OR WORK AIDS

Car, Vans, Minivans, Wheelchair Lift, 4-point tie down system, 2-way radio

PERSONAL TRAITS

Honest and dependable, Detail oriented, Cooperative and able to work as part of a team, good listening skills, Ability to maintain confidentiality, Empathetic and respectful of others, Sensitive to the needs / interests of older adults, Self-motivated and able to work independently and meet schedules.

LICENSE/CERTIFICATION

Valid Ohio driver's license

REQUIREMENTS

N/A

PHYSICAL ABILITIES: Sight, speech and hearing are essential; Must present a clean, neat appearance. Able to lift and carry 40 lbs., Able to transfer people from wheelchairs; Must pass annual ODOT physical and drug screening, as well as random drug screenings.

EXPECTED BEHAVIORS:

Ability to relate well to older adults; self-directed; organized; Ability to work under varying degrees of stress and handle multiple tasks with minimal errors or loss of focus, positive outlook

WORKING CONDITIONS:

Working outside, driving various routes and vehicles in all types of weather conditions.

The normal work routine involves minimal exposure to blood, body fluids or tissues and the incumbent can decline to perform tasks which involve a perceived risk without retribution. Exposure Control Training will be provided.

United Senior Services is an Equal Opportunity Employer