

Age Well Senior Services Position Description

Job Title: Driver Class B-P
Department: Transportation
Reports to: Transportation Director
FLSA: Non-Exempt/Hourly/Part Time/Various Shifts Available

POSITION SUMMARY Responsible for providing door-to-door Transportation services to frail elderly and individuals with special needs in South Orange County. Provides safe and sensitive handling of older adults; keep regularly scheduled pick-up times, and keep vehicle clean and fueled.

ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following:

1. Responsible for transporting frail elderly and individuals with disabilities.
2. Responsible for transporting participants to and from senior sites, medical appointments, etc., (which includes assisting participants in wheel chairs, walkers, etc., with boarding and exiting the vehicle.)
3. Responsible for filling out route sheets.
4. Complete and submit all required reports and documentation.
5. Observe and obey all traffic laws and safety regulations.
6. Maintain safety precautions when participants are boarding and departing the bus.
7. Follow assigned route and adhere to set schedules.
8. Keep assigned vehicles clean and fueled.
9. Promptly reports accidents, vehicle damage and injuries to the Transportation Manager.
10. Attend Driver Training and Staff Meetings.

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

Experience providing door-to-door transportation services to frail elderly & disabled adults. Must be dependable, punctual, courteous, and possess excellent customer service skills. Experience with elderly population preferred. Familiarity with South Orange County geographical area.

LANGUAGE SKILLS

Ability to read and comprehend oral and written instruction.
Ability to communicate effectively with Supervisors, co-workers, and others.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Commercial Class B driver's license with passenger endorsement (required)
Valid Medical Examiners Certificate (DL51A) (required)

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY Levels of mental activity include the following:

High level of people-to-people interaction.

Demonstrates positive attitude with the ability to exercise independent judgment in emergency situations that may arise.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee must regularly be able to assist clients on and off vehicle and must be able to push/pull 75 lbs. The employee must regularly be able to stoop and or bend while securing wheelchair tie downs on busses and vans. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

Please note that this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. This job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason, with or without notice, with or without cause.

This position requires the full understanding and active participation in fulfilling the mission of Age Well Senior Services. It is expected that the employee demonstrate behavior consistent with the core values. The employee shall support Age Well Senior Services strategic plan.

Works effectively with co-workers, customers and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; addressing others by name, actions, words and deeds.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

Department	Position
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This job description is intended to describe the nature and level of work being performed by people assigned to this position. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.

Upon review of the job description and requirements:

I am able to perform the essential functions of the job.

I am not able to perform the essential functions of the job without accommodations.

Please list the accommodations needed to perform the job functions.

I am not able to perform the essential functions of the job even with accommodations

I have received a complete copy of the job description and understand the requirements of the job. This job description has been reviewed with my Supervisor.

Employee Name (Please Print): _____

Employee's Signature: _____

Date Received: _____

Supervisor Name (Please Print): _____

Supervisor's Signature: _____

Date Reviewed: _____