



JOB DESCRIPTION

Created: 01/02/2015

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Approved: Henry Vriesema, ED

FLSA: Non-Exempt

Job Title: Driver

Department: Transportation

Reports to: Transportation Coordinator

Position Summary, Purpose and Distinguishing Features:

The Driver has the primary responsibility for ensuring the health, safety and welfare of the people we support in transport. It is also the role of the Driver to: guarantee that the bus is clean and in proper working condition at all times; determine and follow safe and efficient bus routes; ensure all people are in appropriate safety restraints; assist in ensuring staff ratio is maintained on the bus; maintain all transportation records required by the program; and, evacuate passengers in case of emergency and ensure the passengers are vacated from the bus at the end of the trip.

Essential Job Functions:

1. Ensures the safety and well-being of people being transported to and from the program or on field trips.
2. Completes a comprehensive written inspection of the bus daily, reporting any conditions of concern to the Transportation Coordinator, or delegated staff person, before transporting anyone.
3. Ensures that the communication device is in proper working order before each trip.
4. Arranges for and ensures completion of routine maintenance of bus (e.g., oil change); transporting the bus to and from maintenance and/or repair facilities.
5. Ensures that the bus always has sufficient fuel.
6. In consultation with the Transportation Coordinator, develops and follows efficient and safe written bus routes.
7. Operates bus in such a way that road and safety regulations are always followed; reports any traffic violations to the Transportation Coordinator immediately.
8. With the assistance of the DSP staff, follows safe bus loading and unloading procedures.
9. Follows procedures to guarantee all persons have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
10. Keeps the bus clean and free of debris; follows other bus cleaning procedures.
11. Routinely inventories bus emergency and first aid supplies and equipment, reports needs to the Transportation Coordinator, or delegated staff person.
12. Ensures bus evacuation drills are held at least monthly. Documents all drills in writing.
13. In case of accidents/emergencies, evacuates passengers according to written and practiced procedures.

14. In the event of an accident, assures that medical emergency procedures are followed; completes a written accident report as required by procedure and other authorities.
15. Attends and participates in required trainings, and other continuing education, career and professional development opportunities.
16. Performs other duties, as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Working relationships:

Communicates and exchanges information effectively and courteously with each individual being served, and with various positions throughout the Agency, in order to provide quality individualized services to each individual being served. Fosters a positive work environment and works cooperative with interdisciplinary team members for the paramount objective of fulfilling the mission of The Arc of Orange County.

Qualifications, Knowledge and Critical Skills/Expertise:

1. High school diploma or GED.
2. Regular access to a reliable vehicle; have a valid Driver License and vehicle insurance. Valid CDL in accordance with Agency requirements. Maintain necessary certifications and trainings; First Aid, CPR, SCIP
3. Ability to anticipate needs of individuals being served, and to respond quickly and skillfully in emergencies.
4. Flexibility, patience, resiliency, and a genuine desire to serve individuals of all abilities.

Language/Communications Skills:

1. Basic English language skills: reading, writing, speaking, and knowing arithmetic and mathematical concepts with which to adequately and effectively perform job duties and responsibilities. Bilingual (English/Spanish) preferred.
2. Ability to negotiate, exercise leadership, work with a diverse population, teach new skills, serve individuals, and participate as a team member.
3. Ability to understand, interpret, convey, and implement instructions and directions.

Environmental Conditions:

1. Risk involved with travel on main highways, side streets and rural roads during business travel, including evenings and weekends.
2. Standing/Walking/Mobility: Must be able to stand to operate equipment; mobility to embark and disembark from equipment 75-100%.
3. Must be able to work in an environment that includes, but is not limited to noise, cold heat and odors 75-100%.
4. External Conditions: Must be able to work in a position requiring exposure to weather conditions 75-100%.
5. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions.

Physical Demands:

1. Physically able to bend/stoop, squat, push/pull, reach above and below shoulder level frequently—at least 5 times/hour.
2. Must be able to independently lift and/or transfer, push or pull up to 50 lbs.
3. Ability to physical intervene using Agency-endorsed behavior interventions such as SCIP.

4. Must have adequate vision and hearing ability, with or without correction, to be constantly aware of, detect, and able to respond to each individual's needs when not in immediate vicinity.
5. Visual and auditory acuity within professionally determined normal ranges; with correction if needed.
6. Works with wheelchairs, electric/hydraulic/manual lift/ramp equipment, wheelchair lifts, and hook-ups, mechanical/electrical beds, and household appliances, cleaning equipment, whirlpool machines, oxygen tanks, mist machines, suction machines, augmentative communications devices, yard equipment and office equipment.
7. Exposed to bites, kicks, punches, spitting and other physical behaviors of adults.
8. Fingering/Grasping/Feeling: Must be able to write, type, and use office and/or other equipment and handle materials.
9. Manual dexterity sufficient to operate the bus, conduct pre-trip inspections, and clean the bus both inside and outside.
10. Must be able to physically move through the bus, center and classrooms. Ability to perform responsibilities under pressure and in cases of accidents or other emergencies.
11. Responsibilities occasionally may require an adjust work schedule including overtime.

Additional Requirements:

1. Complete the Defensive Driving Course every three years.
2. Time management skills to complete tasks.
3. Ability to comprehend and follow traffic signs required.
4. Successful experience working as an effective member of a team desirable.
5. Ability to learn and comprehend information from Procedure Manuals and other materials.
6. Ability to present a positive image of the organization to members of the community.
7. Must have effective organizational, problem solving, and time management skills.

Americans with Disabilities Act: Reasonable accommodations will be made in compliance with the Americans with Disabilities Act of 1990, and ADA of 2008.

Occupational Safety and Health Act: Exposed to human body fluids, and airborne agents; household chemicals; outdoor weather conditions. May be exposed to contagious diseases including but not limited to HIV and Hepatitis B.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EEO

I acknowledge that I have received a copy of the job description for the position I am being offered as Driver. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that I should review the job description with my supervisor.

I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or Program without it being specifically included in the job description. I understand that the job description is to be used as a guide and that I will be responsible for performing other duties as assigned.

I further understand that this job description does not constitute an employment contract with The Arc of Orange County.

Employee Name (Please Print)

Employee Signature

Date