

WALDO COMMUNITY ACTION PARTNERS
(Job Description)

POSITION: Drivers (Bus Driver, Van Driver, Car Driver, and Substitute Drivers)

GENERAL SCOPE OF DUTIES: Pick up and discharge passengers according to trip assignments. Responsible for vehicle maintenance and safety of passengers. Align with agency mission in all aspects of work.

ESSENTIAL DUTIES:

Safety

- Complete a pre and post trip inspection of the vehicle to be driven by checking each item on the inspection form, noting any defects.
- Responsible for determining if the vehicle defects noted are safety related and for certifying such with their signature on the Pre / Post Trip Vehicle Inspection form.
- Responsible for taking the vehicle out of service and notifying dispatch when a safety defect has been noted. (The vehicle cannot be put back in service until repaired and signed off on by both the driver that took the vehicle out of service and mechanic that performed the repairs).
- Responsible for leaving a copy of the previous days Pre / Post Trip Vehicle Inspection form in the vehicle until the close of business on the next working day.
- Report any criminal or motor vehicle violations to Administration.
- Participate in the following trainings: CPR, First Aid, Passenger Assistance Techniques, Wheel Chair Lift Operation, Communication, DHHS Child Transport, Securing Child Car Seat, Wheel Chair Tie Down, Defensive Driving, Customer Service, Diversity and Emergency Evacuation Procedures.
- Clean windows, mirrors and lights daily.
- Actively promote safety and accident prevention within the workplace.
- Report any unsafe conditions, incidents and/or accidents **immediately** to supervisor.

Drive a car, van or bus picking up and discharging passengers

- Follow all state and Federal Motor Vehicle Laws.
- Assist frail and elderly passengers from their door, to and onto your vehicle as well as from the vehicle to the door of their destination.
- Secure all passengers in their seats before moving vehicle.
- Carry parcels for frail, elderly and handicapped passengers.
- Follow all applicable Program and Agency Policies and Procedures.
- Report to dispatch when running behind schedule.
- Report no-shows to dispatch immediately.
- Assist wheelchair or scooter bound customers to and from the bus.
- Load and unload the secure wheelchair or scooters and the physically challenged passengers in the bus.

Vehicle Maintenance

- Wash and clean the interior and exterior of the vehicle as needed to keep the vehicle looking professional.
- Ensure that preventative maintenance services are complete by making and keeping an appointment at the maintenance facility in cooperation with the Assistant Operations Manager on the assigned vehicle within a 500 mile window at each 5,000 mile interval.
- Deliver assigned vehicle to the maintenance facility within a 500 mile window at each 5,000 mile interval and pick up and sign off indicating that the service or repairs were made on the Pre and Post Trip Inspection Form when picking up the assigned vehicle from the maintenance facility.

Administrative Functions

- Record beginning and ending odometer readings on trip manifest.
- Record odometer readings for each passenger pick up and drop off on the trip manifest.
- Record starting and ending time on the trip manifest.
- Record the actual time for each passenger pick up and drop off on the trip manifest.
- Sign the trip manifest.
- Collect any fees or fares, recorded on the trip manifest and sign in at the office daily.
- Forward trip manifests to Administration daily.
- Forward the Pre and Post Trip Inspection Form to administration according to established procedures.
- Run errands and do light house keeping as assigned.
- Report suspected neglect and abuse to supervisor immediately.
- Submit directions and special instruction recommended changes daily.

Professional Development

- Participate in any required trainings and meetings.

Leadership & Teamwork

- Building cooperative goals and relationships of mutual trust.
- Works in collaboration with agency staff to facilitate a team environment.
- Demonstrates effective communication skills in building relationships with all employees and clients.
- Collaborates with all partner agencies to assure effective communication processes across agencies.
- Exhibit a positive attitude and professional, confidential and collaborative approach with supervisor, co-workers, clients, partners and community.
- Adheres to the policies in the use of computer technology and all tele-communication devices.

NECESSARY ABILITIES AND KNOWLEDGE:

- Must be able to read and write legibly.

- Must be familiar with the Waldo County area.
- Must be familiar with State and Federal regulations.
- Ability to lift up to 35 lbs occasionally.

MINIMUM QUALIFICATIONS:

- Adequate transportation and ability to meet and maintain WCAP’s minimum insurance requirements.
- Must be willing to submit to drug testing.
- Ability to meet WCAP background clearance requirements.
- Must be able to work flex schedules.
- Ability to meet physical examination requirements.

REPORT TO: Assistant Operations Manager or Customer Services Specialist I

HOURS PER WEEK: As assigned by supervisor

SALARY RANGE: Service Position/Grade 6/Points 270 (CDL) – Grade 7/Points 245 (Non-CDL)

STATEMENT OF UNDERSTANDING:

I have read and understand the above job descriptions and am willing and able to be responsible for the duties indicated.

Employee’s Signature

Date

Approved:

Initials date

Revised 8.13.2013