



# WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

## POSITION SUMMARY

**Drivers** (Bus Driver, Van Driver, Car Driver, and Substitute Drivers) are responsible for picking up and discharging passengers according to trip assignments. Responsible for passenger safety and vehicle maintenance.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Safety

1. Completes pre- and post-trip inspections of the vehicle to be driven by checking each item on the inspection form, noting any defects; determines if vehicle defects noted are safety related and certifying such with a signature; takes the vehicle out of service and notifies dispatch when a safety defect has been noted.
2. Leaves 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.
3. Reports any criminal or motor vehicle violations to Administration.
4. Cleans windows, mirrors and lights daily.
5. Actively promotes safety and accident prevention within the workplace; reports any unsafe conditions, incidents and/or accidents immediately to supervisor.

### Transportation

1. Drives a car, van or bus, picking up and discharging passengers as assigned.
2. Follows all state and Federal Motor Vehicle Laws.
3. Assists frail and elderly passengers from their door, to and onto the vehicle, as well as from the vehicle to the door of their destination.
4. Secures all passengers in their seats before moving vehicle.
5. Carries parcels for frail, elderly and disabled passengers.
6. Follows all applicable Program and Agency Policies and Procedures.
7. Reports to dispatch when running behind schedule.
8. Reports no-shows to dispatch immediately.
9. Assists wheelchair or scooter bound customers to and from the bus.
10. Loads and unloads secure wheelchair or scooter and physically challenged passengers in the bus.

### Vehicle Maintenance

1. Washes and cleans the interior and exterior of the vehicle as needed to keep the vehicle looking professional.
2. Ensures that preventative maintenance services are complete by making and keeping appointments at the maintenance facility (in cooperation with the Assistant Operations Manager) on the assigned vehicle within a 500 mile window of each 5,000 mile interval.
3. Delivers assigned vehicle to the maintenance facility within a 500 mile window of each 5,000 mile interval and picks up and signs 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.

### Position Title:

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

### Department:

Transportation

### Reports To:

Assistant Operations Manager or Customer Services Specialist I

### Supervises:

N/A

### FLSA Status:

Non-Exempt

### Salary Range:

Grade 6/Points 270 (CDL)  
– Grade 7/Points 245 (Non-CDL)

### Last Revised/Approved:

October 2018

### **Administrative Functions**

1. Records beginning and ending odometer readings on trip manifest, and records odometer readings for each passenger pick up and drop off on the trip manifest.
2. Records starting and ending time on the trip manifest, and records the actual time for each passenger pick up and drop off on the trip manifest.
3. Signs the trip manifest.
4. Collects any fees or fares, recorded on the trip manifest, and signs in at the office daily.
5. Forwards trip manifests to Administration daily.
6. Forwards the Pre- and Post -rip Inspection Form to administration according to established procedures.
7. Runs errands and performs light housekeeping as assigned.
8. Reports suspected neglect and abuse to supervisor immediately.
9. Submits directions and special instruction recommended changes daily.

### **Professional Development**

1. Participates in any required trainings, meetings and professional development activities.

### **Leadership & Teamwork**

1. Collaborates with all partner agencies to assure effective communication processes across agencies.
2. Adheres to the policies in the use of computer technology and all tele-communication devices.

### **Non-Essential Duties and Responsibilities:**

1. Performs additional duties as assigned.

## **GENERAL EXPECTATIONS**

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

## **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to stand, walk and sit; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; lift and carry up to 35 pounds, and have the physical ability to assist passengers in wheelchairs or scooters, as well as those who have difficulty walking. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

## 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 performed largely driving a car, van or bus out in the community, in all types of weather conditions. Noise level ranges from quiet to moderate. This position is a full-time hourly position that requires a flexible schedule in order to meet client needs. However, evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

## QUALIFICATIONS NEEDED FOR POSITION

### General Requirements:

- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance and physical examination requirements.
- Must be willing to submit to drug testing.

### Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least one year of prior public transportation experience preferred.
- Must be able to read and write legibly.
- Must be familiar with State and Federal regulations.
- 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.
- Must be familiar with Region 5 area.

### Education Requirements:

The following education requirements are considered essential:

- High School graduate or equivalent.

*\*\* 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.*

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date