

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Driver
DEPARTMENT: Transportation
REPORTS TO: Transportation Manager
FLSA STATUS: Non-Exempt/Hourly
APPROVED: April 2019

JOB SUMMARY:

Driver is responsible for the safe transport of program participants to and from their homes and additional assistance for PACE participants in getting to and from appointments.

ESSENTIAL DUTIES AND RESONSIBILITIES:

1. Operates specially equipped wheel chair accessible vehicle to transport participants from their homes to and from the Adult Day Health and PACE Day Centers; provides additional transportation to appointments, as needed.
2. Picks up participants in their homes and assists them in and out of vehicle safely, including into and out of wheelchairs, up and down stairs, to and from sitting positions, and on and off wheelchair lift. Occasionally transfers person from wheelchair into van seat and then back into wheelchair upon arrival at destination.
3. Lifts empty wheelchairs, pushes occupied wheelchairs to and from vans and up and down ramps. Secures wheelchairs safely and stores all ambulatory devices securely in the van.
4. Reports any special situations in the home or during routes to the Transportation Manager and other program staff upon arrival at the program Centers.
5. Performs other transportation delivery and pick-ups as requested by Transportation Manager.
6. Cleans and disinfects vehicle on a daily basis, utilizing a pre-trip checklist to ensure that vehicles operate effectively with good brakes, lights, windshield wipers and other equipment necessary for the safe operation of the vehicle; checking gas, oil and tires on a daily basis.
7. Washes vehicles as needed or when requested by Transportation Manager.
8. Keeps a log of all trips made and submits daily to the Transportation Manager. Completes accurate pre and post trip documentation daily.
9. Reports all accidents to the Transportation Manager and completes thorough accident reports.
10. Attends driver meetings and assimilates safety and agency policies into practice.
11. Attends meetings and in-service trainings as assigned.
12. Performs all tasks according to safety protocols and immediately notifies Transportation Coordinator or Transportation Program Manager of any unsafe working conditions.
13. Participates in the process of teaching, training, and mentoring student interns and

volunteers working within the program.

14. Other duties as assigned

EDUCATION &/or EXPERIENCE:

1. Must have a high school diploma or GED Equivalent.
2. Must have at least one (1) year of experience working with a frail or elderly population.
3. Must have one (1) year of experience working in a transportation discipline, preferably working directly with a frail or elderly population.

LICENSES OR CERTIFICATES:

1. Current California Commercial Class C Driver's License with Passenger Endorsement or Class B Driver's License with Passenger Endorsement preferred, or the ability and willingness to train and obtain within the parameters and requirements of the agency's internal training plan.
2. Possess an accident free driving record with no moving violations within the last three years and able to pass a DOT physical.
3. Current CPR and First Aid certification within six (6) months of hire.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment DOT physical, and PPD skin test (TB screening).

JOB SKILLS:

1. Ability to drive safely and responsibly.
2. Ability to provide personal care and assistance to frail, elderly, and disabled participants.
3. Ability to work independently and demonstrate good judgement in response to emergencies and unusual occurrences.
4. Demonstrates ability to operate a large van and car with patience and skill.
5. Demonstrates ability to accept supervision, as well as understanding and following oral and written directions.
6. Demonstrates ability to get along well with the elderly, frail, and disabled adult participants.
7. Demonstrates ability to work as part of a team and remain flexible to changes in daily job tasks.
8. Demonstrates ability to comply with agency and government regulations.

SUPERVISORY REQUIREMENTS:

1. This position does not have supervisory requirements.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to drive a motor vehicle for extended periods of time, enter/exit a motor vehicle repeatedly throughout the workday, assist elderly/frail/disabled participants with boarding/exiting transportation vehicles, move between different staff work areas, communicate with co-workers and the public, operate a motor vehicle, talk on the telephone, and travel to other agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.				X		Reach over shoulder			X		
11-20 lbs.				X		Reach over head			X		
21-50 lbs.			X			Reach outward			X		
51-100 lbs.		X				Climb			X		
Over 100 lbs.		X				Crawl			X		
						Kneel			X		
Pushing/Pulling						Driving					
Under 10 lbs.				X		Sit				X	
11-20 lbs.				X		Walk-Normal Surfaces				X	
21-50 lbs.			X			Walk-Uneven Surfaces			X		
51-100 lbs.			X			Walk-Slippery Surfaces			X		
Over 100 lbs.			X			Stand			X		
Other						Driving					
Keyboard/Ten Key		X				Automatic Trans				X	
Fingering (Fine dexterity)			X			Standard Trans	X				
Handling (grasping, holding)			X								
Repetitive Motion-Hands				X							
Repetitive Motion-Feet				X							

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.

Employee Signature

Date