

HUMBOLDT SENIOR RESOURCE CENTER Job Description

JOB TITLE: Driver
DEPARTMENT: Transportation
REPORTS TO: Transportation Manager
FLSA STATUS: Non-Exempt/Hourly
APPROVED: November 2020

JOB SUMMARY: Driver is responsible for the safe transport of program participants to and from their homes and appointments.

ESSENTIAL DUTIES AND RESONSIBILITIES:

1. Operates the agency's transportation vehicles, including specially-equipped wheel chair accessible vehicles, to transport participants to/from their homes, agency Day Centers, and appointments.
2. Picks-up participants at home and assists them in/out of vehicle safely. Assists participants into/out of wheelchairs, up/down stairs, to/from sitting positions, and on/off wheelchair lift. Helps transfer participants to/from wheelchairs into vehicle seats as necessary.
3. Lifts empty wheelchairs, pushes occupied wheelchairs to/from vans and up/down ramps. Secures wheelchairs safely and stores all ambulatory devices securely in the vehicle.
4. Reports any special situations in the participant's home or during routes to the Transportation Manager and other appropriate team members as soon as practicable.
5. Performs other transportation delivery and pick-ups as requested by the Transportation Manager.
6. Cleans and disinfects vehicles on a daily basis. Washes vehicles as needed.
7. Utilizes a pre-trip checklist to ensure vehicles operate safely and effectively.
8. Troubleshoots, identifies, and repairs minor vehicle issues. Reports vehicle issues to the Transportation Manager.
9. Utilizes Route Match software to access driving directions, general transportation information, and to maintain logs of all route trips made.
10. Submits daily route report to the Transportation Manager. Completes accurate pre- and post-trip documentation daily.
11. Promptly reports all accidents, incidents, and/or injuries to the Transportation Manager and completes required reporting.
12. Attends Transportation team meetings and in-service trainings, and implements safety and agency policies into practice.
13. Performs all tasks according to safety protocols and immediately notifies management of any unsafe working conditions.
14. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program.
15. Other duties as assigned.

EDUCATION &/or EXPERIENCE:

1. Must have a high school diploma or GED Equivalent.
2. Must have one (1) year of experience working in a transportation discipline, preferably working directly with a frail or elderly population.
3. Must have at least one (1) year of experience working 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 or the ability and willingness to train and obtain either of these licenses within the parameters and requirements of the agency's internal training plan within two (2) months of hire.
2. Possess an accident free driving record with no moving violations within the last three (3) 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 function effectively within a multi-service, community-based nonprofit agency.
2. Ability to work as part of diverse teams made up of various occupations, collaborating for common goals.
3. Ability to coordinate among multiple department programs and services and maintain strong, effective interpersonal work relationships. Ability to be respectful and helpful to others and to work cooperatively.
4. Ability and interest to work with and provide personal care and assistance to frail, elderly, and disabled adults to enhance and encourage their independence.
5. Possess a CA commercial driver's license with passenger endorsement.
6. Ability to operate vehicles with patience and skill. Ability to drive defensively, responsibly, and safely.
7. Familiar with Microsoft Word and Outlook. Ability to utilize smart phones and tablets to access and utilize transportation software.
8. Ability to maintain a positive attitude and to act with tact, integrity, professionalism, and confidentiality.
9. Ability to learn quickly and remain flexible while working in a constantly changing environment. Ability to be resourceful, and solve problems.
10. Ability to be service-oriented. Possess an alertness for opportunities to assist others.
11. Ability to demonstrate good judgement in response to emergencies and unusual occurrences.
12. Ability to self-start and take initiative. Ability to be self-directed, work independently, and to self-monitor with limited direction.
13. Ability to manage time effectively and meet deadlines and timeline requirements without reminders. Ability to plan and prioritize tasks.
14. Ability to troubleshoot and repair minor vehicle issues.

15. Ability to communicate effectively with others in verbal and written form.
16. Ability to understand and incorporate detailed requirements into action plans and implement them.
17. Ability to interpret and comply with various requirements, regulations, and contracts.
Possess sound judgement to interpret and apply agency policies and procedures.
18. Ability to represent the agency professionally and effectively in meetings with internal and external stakeholders.
19. Ability to be dependable, accept supervision, follow direction, and improve performance through feedback.
20. Possess basic recordkeeping skills and ability to maintain accurate files and records.
21. Ability to maintain excellent attendance and punctuality records.

SUPERVISORY REQUIREMENTS:

1. This position does not have supervisory requirements.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to operate 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 work areas, communicate with co-workers and the public, 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 |
| <i>Lifting/Carrying</i> | | | | | | <i>Twisting/Turning</i> | | | | | |
| 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 | | |
| <i>Pushing/Pulling</i> | | | | | | Squat | | | X | | |
| 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 | | |
| | | | | | | | | | | | |
| <i>Other</i> | | | | | | <i>Driving</i> | | | | | |
| 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