

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Driver II
DEPARTMENT: Transportation
REPORTS TO: Transportation Manager
FLSA STATUS: Non-Exempt/Hourly
APPROVED: **October 2021**

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

ESSENTIAL DUTIES AND RESONSIBILITIES:

1. Operates the agency's transportation vehicles (excluding busses), including specially equipped wheelchair accessible vehicles, to transport participants to/from their homes, agency programs, and appointments.
2. Picks up participants and assists them in/out of vehicle safely. Assists participants in/out of wheelchairs, up/down stairs, to/from sitting positions. 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 possible.
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. Acts in a manner consistent with agency values.

16. Performs all duties of Driver I as needed, and other duties as assigned.

EDUCATION &/or EXPERIENCE:

1. High school diploma or GED Equivalent required.
2. One (1) year of experience working in a transportation discipline required.
3. One (1) year of experience working with a frail or elderly population preferred.

LICENSES OR CERTIFICATES:

1. Current California Class C Driver's License.
2. Accident-free driving record with no moving violations within the last three (3) years.
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 collaborate with diverse teams made up of various occupations.
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. Ability to operate vehicles safely, with patience and skill, and drive defensively.
6. Familiarity with Microsoft Word and Outlook. Ability to utilize smart phones and tablets to access and utilize transportation software.
7. Ability to maintain a positive attitude and to act with tact, integrity, professionalism, and confidentiality.
8. Ability to learn quickly and remain flexible while working in a constantly changing environment. Ability to be resourceful and solve problems.
9. Ability to be service-oriented. Possess an alertness for opportunities to assist others.
10. Ability to demonstrate good judgement in response to emergencies and unusual occurrences.
11. Ability to self-direct, take initiative, work independently, and self-monitor with limited direction.
12. Ability to manage time effectively and meet deadlines and timeline requirements without reminders. Ability to plan and prioritize tasks.
13. Ability to troubleshoot and repair minor vehicle issues.
14. Ability to communicate effectively with others in verbal and written form.
15. Ability to understand and incorporate detailed requirements and implement them into action.

16. Ability to interpret and comply with various requirements, regulations, and contracts.
Possess sound judgement to interpret and apply agency policies and procedures.
17. Ability to represent the agency professionally and effectively in meetings with internal and external stakeholders.
18. Ability to be dependable, accept supervision, follow direction, and improve performance through feedback.
19. Possess basic recordkeeping skills and ability to maintain accurate files and records.
20. 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
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		Squat			X		
11-20 lbs.				X		Sit				X	
21-50 lbs.				X		Walk-Normal Surfaces				X	
51-100 lbs.				X		Walk-Uneven Surfaces			X		
Over 100 lbs.				X		Walk-Slippery Surfaces			X		
						Stand			X		
Other											
Keyboard/Ten Key		X									X
Fingering (Fine dexterity)			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