

Alleghenies Unlimited Care Providers

Job Description

Job Title: Van Driver
Department: Transportation
Reports To: Transportation Manager
FLSA Status: Nonexempt

SUMMARY

Drives handicap accessible van or bus to transport clients, trainees, or company personnel by performing the following duties.

ESSENTIAL FUNCTIONS

- Reviews daily transportation schedule and transports consumers in accordance to that assigned schedule.
 - Drives handicap accessible van or bus from individual or central loading areas to social services or rehabilitation centers, training locations, job sites, or other destination according to assigned schedule.
 - Assists passengers into and out of vehicle.
 - Secures passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip.
 - Uses cell phone to communicate with corporate office, other destinations or other vehicles to report pertinent information including disruption of service.
 - Cleans and services vehicle with fuel, lubricants, and accessories.
 - Keeps accurate records of trips/runs.
- Other Duties Assigned as Necessary

KNOWLEDGE, SKILLS, AND ABILITIES

- Skills in providing services for individuals with special needs with a positive approach.
- Ability to work as part of a team and positively represent the Agency in the community.
- Must have patience; good communication skills; math, reading and writing skills.
- Adherence to a professional code of ethics and confidentiality, recognizing the rights of consumers.
- Knowledge of and ability to comply with the Federal, State and Agency Mandated Regulations.

MINIUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or GED
- Valid driver's license
- Ability to use a cell phone

In accordance with Federal and the state of Pennsylvania regulations governing facilities/agencies that offer care-dependent services, a facility/agency may not hire an applicant nor retain an employee required to submit a criminal history report if the criminal history report reveals a felony conviction under The Controlled Substance, Drug, Device and Cosmetic Act or a conviction under any of the Pennsylvania Crime Codes. In addition, any felony offense under Chapter 39, of the Crime Code (relating to theft & related offenses), or two or more misdemeanors under Chapter 39 will prohibit hiring of the applicant or retaining the employee.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee 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 occasionally required to sit, stand, walk, kneel, and climb stairs. Hearing, seeing, and talking are required, and full use of arms, hands, and legs. Employee must be able to lift and/or carry 10 pounds or less.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to moving mechanical parts. The employee is exposed to outside weather, and conditions of the road while traveling. The noise level in the work environment is usually moderate, however, while traveling the noise level can vary.

Employee's Signature

Date

Supervisor's Signature

Date

Human Resources Representative

Date