



Wyandot County Council on Aging, Inc.

Job Description

Title: Driver

Reports to: Transportation Director

Direct Reports: 0 **Indirect Reports:** 0

FLSA Status: Nonexempt (hourly)

SUMMARY: The Driver drives a vehicle or passenger van (vehicle sizes up to a 10 passenger van) to transport clients to and from the Wyandot County Council on Aging (WCCOA). The driver may also transport clients for recreational outings and medical appointments. At times the driver will be required to assist with wheelchairs and securing wheelchairs in the vehicle or van. Drivers will follow all WCCOA protocols and policies pertaining to driving vehicles.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Regular and dependable on-site attendance
- Transports clients as assigned by the Transportation Director or appointed representative
- Conducts daily safety inspection of vehicle assigned
- Keeps accurate records of vehicle mileage and passenger miles
- Completes all reports as required
- Maintains vehicle in clean, working order including oil and fuel levels
- Will perform regular cleaning and preventive maintenance. Transportation Director or appointed representative will periodically check that vans are cleaned and maintained.
- Immediately reports any emergency problems to Transportation Director or appointed representative
- Immediately reports any incidents which occur while on duty including accidents or client injury
- Reports any observe changes in client's condition, including suspected abuse or neglect to the Transportation Director or Executive Director
- Receive donations from clients for services provided and turn it into the Transportation Director

ESSENTIAL WORK SKILLS REQUIRED:

- Must have and keep current CPR and first aid certifications
- Must have the ability to work well with handicapped or elderly persons
- Must be able to establish and maintain effective relationships with those contacted in the course of work
- Must be able to identify and anticipate problems and take effective course of action
- Must be willing to be involved and interactive with the general public
- Must have knowledge of streets, roads and highways within Wyandot County
- Must possess a warm, outgoing personality and have patience and compassion for the elderly
- Must be able to maintain a positive, team oriented relationship with all employees and departments
- Must have the ability and willingness to accept direction from supervisors and be adaptable to change
- Must possess the ability to be self-motivated
- Must possess good listening skills and good written and verbal communication skills
- Must be able to interact with other county and partnering agencies and personnel on behalf of our clients and agency as needed
- Must be able to maintain confidentiality of organization information and other generally private information that is exposed while performing the essential job duties
- Must be able to develop an awareness of elders' needs both expressed and/or observed

WORK ENVIRONMENT:

This position operates throughout Wyandot County. The employee will use common office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines. The employee may be exposed to cold, hot and wet weather. Noise levels may be moderate when operating hydraulic wheel chair lift.

Adopted: January 2019

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.

While performing the duties of this job, the employee is regularly required to talk or hear. Using close vision and adjusting focus for reading and writing is required. The position is a majority of the time standing and walking. On occasion the employee may have to ascend and descend stairs. The employee is frequently required to stand; sit; walk; handle or feel; and reach with hands and arms. The employee must be able to enter and exit a vehicle on a continuous basis. This position regularly requires the ability to lift and carry 20 pounds. On rare occasions the employee may be required to exert up to 150 pounds of pressure to assist a client in a wheelchair over a bump/curb, etc.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a part time position and normal days of work are Monday through Friday. The usual work hours will fall between 5:00 AM to 5:00 PM. The schedule may fluctuate to meet the needs of the organization.

EDUCATION AND EXPERIENCE:

High school diploma or GED equivalent is required. Two (2) years driving experience and clean driving record is required.

OTHER REQUIREMENTS:

- Must be eligible to work in the United States
- Must be able to pass background check, pass drug and alcohol testing
- Must have a current driver’s license, clean driving record and current vehicle insurance
- Must adhere to policies in Employee Handbook
- Must possess advanced customer service skills
- Must maintain good personal hygiene
- Must help to maintain a safe working environment
- Must work as part of our team to ensure customer satisfaction

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ACKNOWLEDGEMENT:

I have read and understand the job description for the position I am being offered. I am also acknowledging that I am able to perform all the essential functions of the job and I meet all the requirements.

I also understand that this job description may be added to, amended or rescinded by Wyandot County Council on Aging, Inc. at any time. Additionally, I understand that this job description is provided for informational purposes and is neither an implicit or explicit agreement of employment or continuing employment. If I have any questions regarding the responsibilities or expectations of my job, I will discuss them with my supervisor.

I further understand that my duties may change on a temporary or regular basis according to the needs of the Wyandot County Council on Aging, Inc. without it being specifically included in the position description.

Printed Name

Date

Signature