



## **PART-TIME TRANSPORTATION DRIVER**

Area 2 Agency on Aging/REAL Services, Inc

**Department:** Transportation

**Reports to:** Transportation Coordinator or Director of Transportation/Nutrition

**FLSA Status:** Non-Exempt (part-time)

**Updated by:** George Hawthorne 7-26-17

**Approved by:** Becky Zaseck, *RZ*

### **JOB SUMMARY**

This part-time position is responsible for providing transportation for older adults (who have no other means) to necessary appointments or for errand purposes. Must be available 8:00 a.m.-5:00 p.m.

**ESSENTIAL DUTIES** include the following. Other duties may be assigned.

- Picks up assignments from Transportation Assistants each morning; picks up clients and returns them from necessary appointments, grocery shopping, or other errands; performs errands or shopping for clients when they are unable to go.
- Assists clients in determining where the best sales, discounts, etc. can be obtained; collects

Contributions from clients and returns to the Transportation Assistants.

Maintains record of mileage, time, and services to client on client service sheet and obtains clients' Signature; plans carefully to make efficient use of time and vehicle.

### **RESPONSIBILITIES**

The work is moderately complex with consideration given to picking up older people who may not be ready and waiting, helping them in the vehicle and rounding the group up in preparation for the trip home. Also, care must be taken to insure that they are not injured in an accident or jostled around by the sudden application of brakes, etc. Work instructions are fairly complete and each driver is provided a list of people to pick up.

The driver must be able to think quickly and remember to get the clients to their appointments on time. **Time management is very important** because the driver may have more than one client ready to return home at once. The driver must be able to balance getting the client home in an efficient timely and safe manner while making sure to **get other clients to their appointments on time.** This position may be paid for by Older American's Act (TIIIB).

### **EDUCATION AND/OR EXPERIENCE REQUIREMENTS**

Experience in "rules of the road" helpful.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Good driving background and experience in “rules of the road”
- Knowledge of streets in service area.
- Ability to work with older adults who may have illnesses or special needs, in a sympathetic and patient manner.

**DIFFICULTY OF WORK**

Work is relatively repetitive and requires concentration during driving in different and difficult road conditions. Driver must be able to adapt to the different needs of each client and display patience and respect. Driver may be required to assist a client with groceries or other medical items needed to be transported.

**PERSONAL WORKING RELATIONSHIPS**

- With clients
- With transportation staff

**WORKING CONDITIONS AND PHYSICAL DEMANDS**

The physical demands and work environment 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 usually driving and standing or walking to assist clients. Regular travel required to assist with transporting of clients within the St. Joseph County service area. May be exposed to inclement weather while driving or helping client in and out of vehicle. Some physical effort required for short periods of time while helping client in and out of vehicle or carrying groceries for clients, but any strain is only of a short period of time.

- Valid driver’s license (Chauffeur’s License, required), a good driving record, thorough knowledge of state driving laws and a dependable vehicle required with proper insurance (driver mileage reimbursed).

**CONDITIONS OF EMPLOYMENT**

- Successful candidate must submit to a pre-employment drug screening and a limited criminal history check.
- Proof of educational credentials is required at time of employment.
- This position has a 6 month probationary period.

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Employee Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
(Date)