

Jackson-Vinton Community Action, Inc.
118 S. New York Avenue
Wellston, Ohio 45692
(740) 384-3722

Job Description
Nov 2022

Position: Transportation Driver
Supervisor: Transportation Coordinator
Classification: Part-Time/Full Year
Class: Non-Exempt

Qualifications:

High School Diploma or Equivalent required. Must be at least 21 years of age, due to insurance requirements. Must have a valid Ohio Driver's License, a good driving record, and be insurable under agency's fleet policy. This position requires lifting (40-60 lbs), visual acuity, driving and other ambulatory duties. Experience with the special needs population and the elderly preferred. Must consent to and have favorable pre-employment BCI background check, drug and alcohol screening, and an agency physical.

Major Functions/Responsibilities:

Able to drive an agency assigned vehicle: standard shift mini-van, modified van, small economy car or SUV up to eight hours per day, with a changing schedule each week. Requires sitting/driving 2-4 hours without a break, and on rare days could be more.

Must accurately complete all required records and reports and remit to assigned personnel in a timely manner.

Driver must ensure the safe transportation of assigned clients, at all times. This may include assisting non-ambulatory clients in and out with wheelchairs, securing lock-downs, and placement of seat-belts.

Must follow all guidelines/procedures related to transportation of agency clients in accordance with Agency Policies and Procedures, and secure the customer data, as required by each funding source.

Responsible for the safeguard of all assigned agency property and must ensure the cleanliness of assigned vehicle(s), including any required special treatment and/or cleaning.

Conduct and document the daily pre-trip inspection of assigned vehicle(s) and report any and all unsafe or hazardous conditions to your supervisor, in writing, immediately.

Must be able to effectively coordinate the time allotted to each client trip, secure and document all required client data, and ensure trip information is accurate and complete. Driver must comply with all Civil Rights, Americans with Disabilities Act, and agency compliance requirements for program delivery of services.

Driver must report any unsafe living conditions or behavior of the client(s), or any potential concern for the safety of the customer and/or agency personnel, to the supervisor or designee.

As a driver, you will have access to customer information that is confidential and privileged in nature and you must ensure you do not violate this policy.

The position of driver requires that you are always loyal to the agency and its mission. Even in the event that you are not in agreement with the direction of activities the holder of this position must support the agency and not reflect a negative image with the community.

When on agency business and driving agency equipment you must display professional behavior at all times.

Must participate in all required training, including, but is not limited to: CPR/First Aid, Bloodborne Pathogens, DRIVE: Transporting the elderly and disabled or Passenger Assistance Techniques, Defensive Driving, Wheelchair load and unload, etc.

Do any and all things necessary to assure the smooth operation of the Transportation program.

Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirements of that Act.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

This job description in no way is to be construed as an employee contract.

I have reviewed the duties and requirements of this job description with the below-signed employee and by signing below they hereby agree to the terms.

Employee Signature

Date

Executive Director's Signature

Date