

TITLE: **Van Driver**

TRAN/4 -- 10-21-20

DEPARTMENT: Rural Transportation, Etowah County

JOB SUMMARY: This position operates an assigned vehicle to provide transportation for rural clients, **frequently for individuals with medical limitations, including mental conditions and physical conditions requiring wheelchairs.**

MAJOR DUTIES:

- o Transports clients to and from their destinations.
- o Operates assigned vehicle in compliance with traffic laws.
- o Assists clients, **including those wheel-chair bound and those with mental disabilities**, with entering and exiting vehicle.
- o Performs routine vehicle maintenance.
- o Cleans **and sanitizes** van.
- o Completes required reports.
- o Maintains daily logs.
- o Maintains time and mileage records.
- o Maintains and operates a handicap lift.
- o **Follows guidelines for safely securing wheelchairs.**
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of program guidelines and procedures.
- o Knowledge of traffic laws and safe driving techniques.
- o Knowledge of county roads and landmarks.
- o **Knowledge of working with clients, often elderly, with mental and/or physical/medical disabilities.**
- o Skill in the safe operation of an assigned vehicle.

- Skill in public and interpersonal relations.
- **Skill and sensitivity in assisting clients, often elderly, with mental and/or physical/medical disabilities.**
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Transportation Director assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include program regulations and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in operation of an assigned vehicle to transport clients to and from their destinations. **Clients with mental and physical disabilities along with** inclement weather may contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to operate an assigned van. Success in this position contributes to the efficiency of program operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, clients, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS: The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects and must distinguish between shades of color. **The employee may need to navigate, including up and down the van ramp, and, at times, on rough terrain, with significantly obese clients in wheelchairs. Must be able to secure a variety of wheelchairs.**

WORK ENVIRONMENT: The work is typically performed in a vehicle and outdoors, occasionally in **hot, humid**, cold or inclement weather. The employee may be exposed to machinery with moving parts.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

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- o Ability to read, write and perform basic mathematical calculations.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.