

JOB DESCRIPTION
Giant Steps Training Programs, Inc.

Job Title: Driver
Department: Transportation
Reports To: Team Leader, Transportation
Work Hours: Varies

SUMMARY:

Drivers transport passengers on behalf of the organization. They provide a safe and courteous environment while transporting to and from the organization. Additionally, they might need to assist passengers upon entering and exiting the vehicle as well as assisting with loading and unloading passenger belongings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Driver must be able to independently operate and complete all duties. Other duties may be assigned.

- 1) Obey all traffic laws and regulations.
- 2) Inform the Team Leader of Transportation of unsafe equipment or situations.
- 3) Maintain and submit transportation logs, mileage logs, vehicle inspection reports
- 4) Inform Direct Support Team Leader of passenger absences.
- 5) Maintain a safe transportation environment which includes disciplining clients who are creating safety hazards and reporting the same to Team Leader of Transportation.
- 6) Discharge clients at authorized stops only.
- 7) Transport authorized clients only.
- 8) Enforce regulations against smoking and eating on the vehicles.
- 9) Follow assigned route and adhere to set schedules.
- 10) Ensure that assigned vehicle has ample fuel for assigned trip and for the next driver.
- 11) Ensure that vehicle equipment such as communication devices, keys, etc are returned properly
- 12) Assist clients in entering and exiting the vans if necessary.
- 13) Report all accidents, vehicle damage, parking and/or traffic violations and injuries as they occur.
- 14) Check e-mails, inboxes and voice messages daily. Correspondence to all e-mails and/or messages required within 24 hours of delivery receipt.
- 15) Attend mandatory staff meetings.
- 16) Other duties assigned by Supervisor.

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.

EDUCATION:

High School diploma, or general education degree (GED).

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a Class B Driver License. Must obtain and maintain certification in CPR and First Aid training and any others as assigned.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, use hand to finger, handle or feel, and talk or hear. The employee is frequently required to stand, reach with hands and arms, climb, sit, stoop, kneel, and crouch. The employee must be able to lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work setting will be in the community while operating a 15-passenger vehicle. No smoking while on duty.

I acknowledge that I have read this job description, understand my position, and can perform the job duties with no accommodations.

Staff Signature

Date