



JOB DESCRIPTION

JOB TITLE: Van Driver

JOB CODE: 3470

DEPARTMENT: Community Services/Senior Services

FLSA STATUS: Non-Exempt

REPORTS TO: Manager of Senior Services & Transportation

SUMMARY OF JOB PURPOSE

Drives a van or small passenger bus to transport the general public as part of the County transportation program or senior services transportation program; may deliver meals as part of Meal-on-Wheels program.

ESSENTIAL FUNCTIONS

1. Conducts pre-trip inspection of vehicle by conducting visual inspection, checking tire pressure, fluid levels, door operation, window and wheelchair lifts are in proper operating order; reports any mal functions or need for services; completes pre-trip documentation; reviews schedule printouts for routes.
2. Drives/operates a van or shuttle bus on designated route or pick up schedule; observes driving rules and safely operates vehicle; assists loading passengers with disabilities (individuals in wheelchairs, walkers, etc.); secures wheelchairs, bikes, etc. with 4-way tied down system and secures other items; communicates with dispatcher and/or other drivers to coordinate pick of passengers not on regular schedule.
3. Provides customer services to passengers, such as providing them with information about schedules and services provided by Dart Transportation and Senior Center and/or escorting client to their door.
4. Conducts post-trip refueling vehicle, washing windows, cleaning interior and exterior; completes login of fuel used, mileage traveled, medical passengers transported, tickets sold and money collected.
5. Observes driving conditions (roads and weather) and determines whether conditions are hazardous enough to discontinue trip; advises supervisor of conditions and determination.
6. May transport meals to the home bound, assuring that the meal is safely delivered; may pick up empty trays from prior delivery; loads trays into carrying devices and onto the van for home bound delivery; checks temperature of hot meals, reports findings on a daily basis to the designated record keeper; reports unusual circumstances (no one home - no response at the door) to the Senior Services Supervisor immediately.
7. May enter dispatch reports into system, calculates FTA reports, pre-trip, mileage, fuel receipts, meals-on-wheels, etc.

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.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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EDUCATION and/or EXPERIENCE

No minimum education; previous experience in driving/transporting passengers; experience working with the elderly is desirable.

Individuals are subject to pre-employment and on-going drug testing in accordance with DOT requirements as part of the conditions of employment. Initial employment and on-going employment is also contingent upon passing a medical examination.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of laws, rules, and regulations for operation of a motor vehicle in the state of Nevada; streets and roads locations within the county; basic recordkeeping practices; driving safety practices; basic math; principles of customer services.

Ability to deal effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds; maintain accurate records of work; operate communication/radio equipment; skills in driving a van or shuttle bus in a safe manner; interact effectively with disabled individuals and others needing special assistance; ability to operate standard office equipment, including computers, telephones, calculators, copiers, FAX machines, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Class B CDL with a passenger endorsement and an acceptable driving record; First Aid and CPR certification within the first three (3) months of employment.

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. 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 regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT

Work is performed in a vehicle where the physical demands require sitting for extended periods of time, standing, and seeing to its operation; operation of vehicle may be under potentially hazardous conditions involving road construction, in-climate weather, traffic hazards, exposure to fumes and loud noise; may be required to lift and/or push wheelchairs and other items; may require physical exertion in cleaning and inspecting vehicles.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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