

# **Big Bend Community Action Committee, INC. Job Description**

**Job Title: Driver Department: Transportation**

**Reports to: Transportation Director**

**FLSA Exempt: Non-Exempt**

## **JOB SUMMARY**

Employees must be at least 25 years of age. Must be pleasant, courteous and display a caring attitude toward all ages and races of people. Must have a current Texas Class C driver's license and a good driving record. Must be able to obtain DOT Medical Examiner's Certificate, at company expense. Must be physically and mentally fit to always drive. Must have good organizational skills, communication skills, computer skills and dress appropriately for the job. Attendance is mandatory. Must be able to promote a good agency image within the community.

Duties will include providing the safe transportation of clients as scheduled, Saturday through Friday including holidays. Responsible for daily vehicle inspections, proper logging, vehicle maintenance, daily reporting, accounting for fares, attending driver and safety training, completion and maintaining certification for CPR and First Aid Training, complete and maintain passenger assistance training, and data entry. Must attend annual training on blood borne Pathogens, HIV/Aids, Cultural Diversity, Defensive Driving, confidentiality, sexual harassment, substance abuse, Americans with Disabilities Act, child/adult abuse, emergency vehicle evacuation, pre-trip and post-trip vehicle inspections, and fire safety. Must complete annual written and hands-on test with a minimum of 70 % in each area. Must maintain insurability to drive.

## **TASKS AND DUTIES (Essential Functions):**

- 1) Attendance is mandatory.
  - Full-time drivers up to 40 hours a week
  - Part-time drivers up to 30 hours a week
  - If operational shortages occur, over-time can be authorized by the Transportation Director
- 2) Drivers must maintain their Texas Class C driver license.
- 3) Drivers must pass Medical Examiner's certificate prior to employment and upon each renewal (at company expense)
- 4) Drivers are responsible for the safe transportation of clients for local and out of

- town trips.
- 5) Drivers will attend all scheduled required training as instructed.
  - 6) Drivers will treat clients courteously and with respect. Must have good communication skills.
  - 7) Drivers must maintain a current CPR/First Aid training certificate (at company expense)
  - 8) Drivers must record and submit transportation fares daily.
  - 9) Drivers must perform Pre and Post trip inspection on their assigned vehicle every day, log, and report all deficiencies to the maintenance department.
  - 10) Drivers must be able to promote a good agency image within the community.
  - 11) Drivers must be able to provide reasonable accommodation for the client. This includes but not limited to:
    - Safely assisting clients in and out of the vehicle.
    - Guiding visually impaired clients (you will be trained).
    - Assisting clients with seatbelts.
  - 12) Drivers must attend scheduled annual training in passenger assistance skills.
  - 13) Complete annual hands on/written testing with a minimum of 70 % in each area.

**TASKS AND DUTIES (Marginal Functions):**

- 1) Be responsible for the cleanliness of assigned vehicle(s).
- 2) Make photocopies if needed.

**MINIMUM REQUIREMENTS (Mandatory for hiring):**

1. Must be pleasant, courteous and display a caring attitude toward all ages and races or people.
2. Must be at least 25 years of age and have a current Texas Class C driver license and a good driving record.
3. Must have good organizational skills.
4. Must dress appropriately for the job.

5. Must successfully complete pre-employment Drug and Alcohol screening.

**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 operate a computer, drive a car/van, change a tire in an emergency, reach with hands and arms, talk and hear, walk, stand, occasionally lift and/or move up to 40 pounds. Must be able to push/pull up to 300 pounds in an approved wheelchair. Specific vision abilities required by this job include close vision and distance vision.

The employee is often exposed to outside weather conditions. The employee may be exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is moderate to low.