

Job Title: Driver

FLSA Classification: Non Exempt/Hourly

Reports To: Transportation Manager

Revised: June 2018

Position Summary:

The Southwest Center, located in southwest Jefferson County, provides support to adults with developmental/intellectual disabilities in a variety of community-based services, each of which is geared towards helping our participants to live, work and enjoy life in his or her community. We are seeking applicants for driver positions to provide transportation for the individuals that receive our services. Our drivers are responsible for transporting clients in a safe, timely and courteous manner to and from the Southwest Center, to and from appointments and on community outings. The position is responsible for operating our vans according to organizational policy and all local driving laws.

Qualifications/Requirements:

- Must be at least 21 years of age
- Must have a high school diploma or GED
- Must have a satisfactory Official Driving History Record with no more than two current chargeable violations within the last three (3) years and no convictions for DUI/DWI in the last five (5) years
- Must pass criminal background check
- Must pass pre-employment and random drug testing
- Must have a current, valid Kentucky driver's license
- Must have experience transporting people and/or driving vans or trucks
- Must complete all required training, including first aid and CPR certification

Responsibilities:

- Adheres to all organizational policies related to the safe transport of clients, including the proper use of seatbelts and tie downs.
- Assists clients on and off the vans, to and from their homes and the Southwest Center, according to company policy.
- Obeys all traffic regulations; uses caution and defensive driving techniques and organizational policy according to established timeframes.
- Completes pre and post trip inspections according to policy.
- Completes driver route and log sheet documentation according to policy.
- Reports needed repairs and keeps accurate records of van maintenance.

- Maintains vehicle emergency equipment (first aid and fire extinguisher). In the event of an emergency, follows emergency procedures outlined in the Guide of Center Operations.
- Maintains van interior and exterior cleanliness.
- Maintains a smoke free environment in the van.
- Reports any major delays or problems arising during the course of transporting clients to the designated manager.
- Identifies and communicates environmental problems at the clients' home to center management.
- Assists with or participates in center activities or community outings as needed.
- Participates in orientation and trainings as assigned.
- Attends mandatory monthly transportation and staff meetings.
- Immediately reports all driving violations to the Executive Director, whether they occur on or off the job.
- Demonstrates proper use of transfer techniques.
- Reports accidents and incidents per policy.

Physical Demands:

- Drivers will frequently be sitting for long periods of time. Will be required to work while standing, walking, reaching, lifting, transferring, climbing or balancing.
- Work is performed outside where there may be frequent temperature fluctuations and extreme hot or cold working conditions.

Benefits:

- Competitive hourly pay rates, starting at \$11.25/hour
- Full time and/or part time positions available
- Full time positions include generous paid time off accrual and paid holidays, with available medical, dental, vision, life, disability
- Weekdays and occasional weekends as needed to transport individuals to their medical appointments