

Position Description	
Position: Community Center Van Driver	AFSCME Union
Department/Site: Pioneer Community Center	FLSA: Non-Exempt
Evaluated by: Social Services & Community Center Manager	Salary Grade: 15

Classification Summary

Drives a passenger van or equivalent vehicle to transport community center patrons between locations using an established schedule and on special trips by dispatch or prior arrangement.

Distinguishing Characteristics

The Driver has a current driver's license and has completed additional training and approval required by contract partners (Ride Connection.) Advancement potential exists from Driver to other positions based on need and incumbent qualifications.

Typical Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:

- Drives a passenger van or equivalent over designated routes and established time schedules, picking up and discharging patrons, or may drive for special events. May escort patrons across streets and roadways when necessary. Ensures passenger safety and observes guidelines for bus capacity.
- Inspects van prior to operation for safety compliance. Cleans windshields and headlights. Cleans interior and exterior of vans as directed, including, but not limited to, picking up debris, cleaning the floor, and wiping and cleaning upholstery.
- Cleans van using body fluid kit if rider becomes sick or incontinent.
- Services van with fuel, oil, and other fluids. May be required to inspect and replace common accessories and perform other vehicle servicing requiring similar skill and ability level.
- Will provide physical assistance to passengers using wheelchairs and walkers.
- Identifies and reports problems or equipment malfunctions. Initiates work order requests, describing the problem or circumstance.
- Completes accurate trip records as required by State laws and policies. Files accident or incident reports. May be required to perform first aid or emergency assistance.
- Attends courses and meetings that contribute to continuing driver education.
- Transports mail and other documents to and from City offices.
- Performs other duties as assigned that support the overall objective of the position.

Minimum Qualifications

Knowledge

The position requires specialized knowledge of:

- Safe driving practices
- Operation and mechanical characteristics of a passenger van
- State laws, rules and regulations pertaining to passenger van operations and transportation of personnel

- First Aid practices and procedures

Skills and Abilities

This position requires the ability to carry out, but is not limited to, the following functions:

- Performing all duties of the position with minimal supervision
- Driving a school or commercial bus / passenger van safely and efficiently while keeping to well established schedules
- Reading and understanding laws, rules, regulations, and procedures for safe passenger van operation and inspection
- Maintaining assigned vehicle in clean and safe operating condition
- Learning, becoming certified in, and applying First Aid
- Learning City street layouts and designated routes, including stops and traffic hazards
- Reading and writing skills sufficient to prepare logs and reports following established formats and maintain required records
- Communicating in a manner that maintains harmony within a work team and with customers
- Performing routine, repetitive tasks on a continuous basis and to sit for long periods of time.

Education, Training, and Experience

This position requires a High School Diploma, or the equivalent and successful completion of the necessary classroom instruction related to skills and safety requirements for driving a passenger van.

Other Requirements

- Must pass a criminal background check
- Must possess a valid driver's license with good driving record
- Must have valid First Aid/CPR/AED certificate
- Must complete and gain certification of Ride Share Training from contract partner

Working conditions/Physical and Mental Demands

Work is performed primarily in a motor vehicle with travel on main highway, side streets and rural roads during business travel, including occasional evenings and weekends. Some exposure to adverse weather conditions. Work involves infrequent exposure to blood, bodily fluids, or tissues.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.