

Driver

Classification

Nonexempt

Position Type

This is a full-time or part-time position

Reports to

County Manager

Date

July 9, 2014

JOB DESCRIPTION**Summary**

The position of agency driver is responsible for work performed under general supervision involving the transportation of agency clients; including elderly and disabled individuals. Drivers are expected to drive scheduled trips to client requested destinations while ensuring the safety and timely delivery of agency passengers. Qualifications include excellent vehicle operation skills and capability of interacting appropriately with diverse groups of people. Driver must maintain a valid Tennessee Class D Driver's License with an F endorsement.

Note: This position requires a criminal background check. Therefore, applicants may be required to provide information about their criminal history in order to be considered for this position.

Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

- Assists all passengers in and out of vehicle, transports passengers to designated destinations.
- Completes daily pre-trip and post-trip maintenance forms.
- Completes passenger manifest and correct operations of on-board device.
- Keeps vehicle clean, clutter-free and maintained at all times, notifies appropriate personnel of needed repairs.
- Coordinates pick-up and delivery times of agency clients.

- Promotes participation in the agency's transportation program to attract and retain clientele.
- Responsible for the safety of all passengers.
- Responsible for notifying the Transportation Director of any violations received affecting motor records the same day as received.
- Performs related work as required.

Work Requirements

Ability to execute critical knowledge, skills and abilities to perform mathematical functions including addition and subtraction and operate passenger vehicle, with handicap lifts, in a safe and responsible manner.

- Substantial knowledge of current state and local laws and regulations pertaining to the operation of motor vehicles.
- Knowledge of local and regional geographic area including major highways, state routes and interstate systems.
- Some knowledge of current ADA (Americans with Disability Act) regulations.
- Capacity to learn principles associated with Defensive Driving.
- Ability to become certified in First Aid and CPR procedures.
- Ability to interact successfully with clients in a courteous manner to provide safe, timely and reliable transportation for clients.
- Ability to plan and schedule time efficiently to meet all appointments.
- Skill in the operation of motor vehicles and ability to learn wheelchair lift operations.
- Ability to operate a two-way radio system.
- Ability to use correct procedures keeping dispatcher informed of any problems or issues that arise.
- Ability to read, write and comprehend trip manifests, schedules and written instructions.
- Ability to learn basics of on-board devices.
- Understanding of local area and ability to navigate in other geographical areas as needed.

Additional Work Requirements

- Must maintain clean Motor Vehicle Record.
- Required Class D Driver License with an F endorsement.
- Employees in this job position are subject to random, post-accident, reasonable suspicion, drug and/or alcohol screenings.
- Must obtain and maintain a TDOT (Tennessee Department of Transportation) medical card throughout employment with SETHRA.

- Must wear glasses or contact lenses if a requirement on license.
- Must wear hearing-aids if applicable.
- Must attend and complete regular scheduled training sessions.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

Transportation vehicle work environment.

Physical Demands

Ability to perform physical demands of the position, ability to lift up to 50 pounds, stand and sit for extended periods of time.

Position Type and Expected Hours of Work

Days and hours of work vary, may include weekends and evenings.

EEO Statement

SETHRA provides equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, veteran status or any other legally-protected category. This equal-opportunity policy applies to all aspects of application for employment and the employment relationship.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____

Date_____

