

JOB TITLE: **Vehicle Driver**
REPORTS TO: **Director**
WAGE/HOUR STATUS: **Nonexempt**
DATE REVISED:

Primary Purpose:

Ensure safe and orderly transportation of clients on assigned route. Operate company vehicle that transports clients.

Qualifications:

Education/

Certification:

Valid VA driver's license

Special Knowledge/Skills:

Must be 21 years of age.

Ability to pass background screening.

Ability to pass alcohol & drug test.

Ability to complete required Vehicle driver safety training

Ability to follow written and verbal instructions

Ability to communicate effectively.

Ability to manage client behavior.

Ability to operate Vehicle

Ability to read and understand map on mobile ap

Experience:

None required

Major Responsibilities and Duties: Vehicle Operation

- Follow assigned route and adhere to established schedules
- Drive Vehicle to and from assigned routes
- Check Vehicle for mechanical defects before and after each operation and notify supervisor of needed repairs.
- Report all accidents, vehicle damage, client injuries, and mechanical failures. Complete required reports. (NO MATTER HOW SMALL)
- Keep records on Vehicle mileage, gas and oil consumption, and number of passengers transported.
- Keep assigned Vehicle clean and fueled
- Sanitize after each transport

Client Management

- Supervise clients while they board and leave the Vehicle and cross the street
- Maintain discipline; report client problems to appropriate Director.
- Keep informed of and ensure compliance with all driving rules.
- Instruct clients on safe riding rules and regulations.
- Ensure the safety of all passengers.
- Observe all traffic laws and safety regulations for Vehicles.
- Inspect Vehicle by checking fuel, oil, water, tires, lights, brakes, and steering to ensure

- Vehicle can be operated safely before driving.
- Correct unsafe conditions in work area that could cause an accident and inform supervisor of any conditions that are not correctable immediately.
- Report any hazardous conditions along the route.
- Operate two-way radio equipment to communicate with transportation office.
- Work irregular hours as needed.
- Report any hazardous condition along the route
- Other duties as assigned

Supervisory Responsibilities:

None

Equipment Used:

Vehicle, safety equipment (flares, reflective signs), fire extinguisher

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Continual sitting, reaching, and repetitive hand and arm motions. Work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes.