



**JOB DESCRIPTION**

<b>POSITION:</b>	Van Driver
<b>REPORTS TO:</b>	Transportation Coordinator
<b>NATURE AND SCOPE:</b>	Operates a transportation van safely and efficiently to transport seniors and people with disabilities of all ages to adult day care center programs, medical appointments, shopping, and additional destinations, as required. Under the general supervision of the Senior Transportation Coordinator, the Van Driver has the primary responsibility for ensuring the health, safety and welfare of passengers during van transportation from the point of departure to the destination. It is also the role of the Van Driver to assure the van is clean and in proper working condition at all times; determine and follow safe and efficient van routes; ensure all passengers are in appropriate safety restraints; maintain all transportation records required by the program; and, evacuate passengers in case of emergency.
<b>PRINCIPAL RESPONSIBILITIES:</b>	<p>Duties may include but not limited to provide safe and reliable transportation for clients to and from Joe's Club.</p> <ol style="list-style-type: none"> <li>1. Ensures the safety and well-being of passengers being transported.</li> <li>2. Completes a comprehensive written inspection of the van daily, reporting any conditions of concern to the maintenance coordinator, before transporting passengers.</li> <li>3. Ensures that the communication device (e.g. cellular phone) is in proper working order before each trip.</li> <li>4. Ensures that the van always has sufficient fuel.</li> <li>5. In consultation with the Senior Transportation Coordinator, develops and follows efficient and safe van routes that ensure passengers will not be on the van any longer than necessary.</li> <li>6. Operates van in such a way that road and safety regulations are always followed.</li> <li>7. Reports any traffic violations to the Senior Transportation Coordinator immediately.</li> <li>8. Ensures all passengers are in safety restraints at all times during transportation.</li> <li>9. Follows safe van loading and unloading procedures.</li> <li>10. Follows procedures to guarantee no passenger is</li> </ol>

	<p>left alone on van without adult supervision at any time, including ensuring all passengers have departed van at the end of the van route.</p> <ol style="list-style-type: none"> <li>11. Assures that passengers who are visibly sick or complaining of feeling sick remain with their family.</li> <li>12. Upon arrival a Joe's Club, informs designated staff person at Joe's Club of those passengers who will be absent.</li> <li>13. Keeps the van clean and free of debris and follows other van cleaning procedures.</li> <li>14. Routinely inventories van emergency and first aid supplies and equipment, reports needs to the Senior Transportation Coordinator, or delegated staff person.</li> <li>15. Identifies those persons authorized by caregivers to receive the passengers; delivers passengers only to the authorized persons.</li> <li>16. In case of accidents/emergencies, evacuates passengers according to written and practiced procedures.</li> <li>17. In the event of an accident, assures that medical emergency procedures are followed; completes a written accident report as required.</li> <li>18. Attends and participates in driver's meetings and in-service training.</li> <li>19. Performs other duties, as assigned.</li> </ol> <p>The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.</p>
<p><b>MINIMUM QUALIFICATIONS:</b></p>	<ol style="list-style-type: none"> <li>1. Must pass Level 2 background screening and drug testing.</li> <li>2. High School or GED.</li> <li>3. A minimum of one year professional driving experience preferred.</li> <li>4. Must be at least 25 years of age for insurance purposes.</li> <li>5. Experience working with frail and disabled people preferred.</li> <li>6. Must have a friendly disposition and caring attitude toward senior citizens</li> <li>7. Valid Florida State driver's license with two years driving experience and no moving violations or accidents in the past three years required.</li> <li>8. Must maintain insurability through agency's carrier.</li> <li>9. Must pass a drug test.</li> <li>10. Ability to communicate clearly in English.</li> <li>11. Physical ability to perform job, including operating wheelchair lift and to pull/push or move 250 lbs in a wheelchair. May have to assist transferring</li> </ol>

	<p>participants from wheelchair to van seat and back to wheelchair.</p> <p>12. Must successfully complete all training classes as required.</p> <p>13. Must be able to maintain a regular work schedule.</p> <p>14. Ability to follow through on scheduled routing and read a street map.</p> <p>15. Ability to work cooperatively with other staff and passengers/caregivers.</p> <p>16. Ability to accept and follow instructions.</p> <p>17. Ability to work with challenging behaviors expressed by participants i.e., verbal and physical aggression, wandering, etc).</p> <p>18. Ability to demonstrate good judgment.</p>
<b>WORK SCHEDULE:</b>	Hours of operation are Mon.–Fri. 6:45 a.m.-5:00 p.m. This is a part-time position. Work hours may be established by the Executive Director. Some weekends and evenings needed for grant presentations and fundraising events.
<b>PROBATION PERIOD:</b>	The first three months with the Brevard Alzheimer’s Foundation is an introductory period. During that time, the Office Coordinator will be evaluated by the Operations Director / Executive Director to ensure that he/she fulfills the requirements for the position. Either party may mutually terminate this contract at that time.
<b>MELBOURNE CHAIN OF COMMAND:</b>	> Transportation Director > Executive Director > Executive Committee Board of Directors
<b>MICCO CHAIN OF COMMAND:</b>	> Micco Charge Nurse > Micco Center Manager > Director Of Operations > Executive Director > Executive Committee Board of Directors
<b>TITUSVILLE CHAIN OF COMMAND:</b>	> Titusville Center Manager > Operations Director > Executive Director > Executive Committee Board of Directors
I have read and understand the above job description. I understand that abuse, neglect or exploitation of any Adult Daycare Program participant will be grounds for immediate dismissal.	
	<hr/> Employee Signature <span style="float: right;">Date</span>
	<hr/> Executive Director Signature <span style="float: right;">Date</span>
<b><i>All eligibility requirements for employment are applied to applicants without regard to race, color, national origin, sex, age, and religion or handicap disabilities.</i></b>	

