

JOB DESCRIPTION

TITLE: Driver (Class B License)

DEPARTMENT: Transportation

REPORTS TO: Director of Safety & Security

GRADE: 4

DATE: 04/12/01

REVISED: 04/15/04

JOB SUMMARY

The Class B License Driver shall be administratively responsible to the Lead Driver. The Class B License Driver shall provide for the transportation needs of Casa de las Campanas.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following:

Transport residents to regularly scheduled destinations and for scheduled activities as established by the Activities Department.

Accomplishes transportation errands and related tasks as requested by administration.

Recommends procedural changes regarding transportation programs.

Is responsible for conducting vehicle-cleaning duties as assigned and needed.

Works closely with the Dispatcher and Lead Driver to insure that daily transports are assigned and understood.

Will act as back up Dispatcher if the Dispatcher has Personal Time Off and the Lead Driver is unavailable.

Is responsible for maintaining facility vehicles in accordance with established standards, which includes filling out the Daily Vehicle Check sheet with appropriate information. Reports all maintenance and repair issues to the Lead Driver.

Maintains dress and grooming that reflects the dignity of Casa de las Campanas. Uniforms will be provided.

Interacts respectfully and cooperatively with residents and staff. Treats all residents with dignity and respect.

Assists in the effective and efficient operation of Casa de las Campanas, and participates in relevant facility activities.

Works as a member of a team and gets along with co-workers.

Contributes to a positive, healthy and safe work environment.

Accepts change in a positive manner.

Functions under intense time pressure.

Performs any other relative, relevant duties as assigned.

EQUIPMENT USED:

Standard Passenger Vans, Special Wheelchair Vans, Medium Size Passenger Buses, Vehicle Radios, Hand Held Radios, Vehicle Cellular Telephones, Computer, Calculator, Power Washer and Telephone.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the Knowledge, Skills and/or Ability required.

EDUCATION AND/OR EXPERIENCE: At least one year professional driving experience. Driving for a senior facility helpful.

LANGUAGE SKILLS: Due to constant resident contact, must be able to read, write and speak English fluently. Must possess good communication skills.

MATHEMATICAL SKILLS: Basic math skills to include addition, subtraction, multiplication and division.

REASONING ABILITY: The ability to make sound decisions based upon departmental policies and procedures.

OTHER SKILLS AND ABILITIES: Driver must possess a California Class B driver's license and demonstrate good driving skills. Driver must have no traffic violations for the past two years. A written driving report from the Department of Motor Vehicles must be presented at the time of application.

The Driver must obtain certification in First Aid and CPR within 90 days of employment.

Ability to work within a team atmosphere.

Possess excellent interpersonal skills.

Ability to think quickly and act appropriately in emergency situations.

PHYSICAL DEMANDS:

Driving a vehicle for extended periods of time.

Assisting residents on and off vehicles (no lifting of residents).

Pushing residents in wheelchairs.

A considerable amount of kneeling, bending, squatting, reaching and twisting.

Ability to lift 20+lbs. (collapsed wheelchairs into vehicle, groceries on and off vehicles).

WORK ENVIRONMENT:

Driving in different types of vans and buses in all types of weather conditions. Driving in traffic also lends to the possibility of traffic fumes and dust. Vehicle cleaning requires use of cleaning agents.

Entering and exiting vehicles on a continuous basis. Requires driving a vehicle up to 8 hours per day.

NUMBER OF PEOPLE SUPERVISED: None



JOB ANALYSIS

Department: TRANSPORTATION

Job Title: Driver Class B & C

Prepared By: Ron Williamson

Date: April 21, 2004

This job analysis is to assist in proper job placement. Place an "X" in each of the appropriate boxes to describe the extent of the specific activity the employee's job requires.

MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
Lifting	Maximum pounds required					
FLOOR TO KNUCKLE	55		X			
KNUCKLE TO SHOULDER	25		X			
SHOULDER TO OVERHEAD	25		X			
Carrying	55		X			

NON MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
Bending / Stooping			X			
Squatting / Crouching			X			
Kneeling			X			
Climbing / Stairs		X				
Pushing / Pulling		X				

