

JOB DESCRIPTION



Title: **Driver** Reports to: **Transportation Services Manager**

Do you desire a truly rewarding job where you make a real difference every day? Are you someone that enjoys mixing your week up with different activities? Are you driven to help others? VIP Services supports adults with disabilities in living their best life and everything we do supports them in building greater independence with mobility, communication, independent living skills, social and emotional development and/or community access and integration.

PRIMARY JOB RESPONSIBILITY:

As a Part-Time Driver at VIP Services, you will provide safe curb to curb service to program participants and other Walworth County residents. Assist passengers as needed with boarding vehicles and ensure that wheelchair restraints are utilized for safe travel. Maintain authority on, and control of assigned vehicle. Log mileage and trip documentation for administrative use. Keep abreast of vehicle maintenance and cleanliness issues. Meet certification requirements. VIP Transportation Services complies with Wisconsin Department of Transportation (DOT) requirements and operates in accordance with industry standards.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provide transportation and quality customer service to all passengers.
2. Exercise good judgment and control concerning safety and resolution of behavior problems and emergency situations in relation to passenger needs. Report incidents immediately to appropriate personnel, i.e., supervisor and or case manager.
3. Conduct and document pre- & post trip inspections daily. Record passenger, odometer, fuel, and trip information accurately on a daily basis.
4. Document and report mechanical problems or maintenance issues to mechanic; always maintain sufficient fuel level.
5. Maintain internal and external cleanliness of assigned vehicle. Report serious cleanliness issues to appropriate staff person.
6. Attend drivers' meetings and required training sessions to maintain driver's certification.
7. Adhere to agency confidentiality policy regarding client matters.
8. Operate communication devices in a professional manner.
9. Other duties as assigned.

Minimum Requirements

- Good driving record (verified annually)
- Ability to pass pre-employment DOT drug screen and ongoing random drug testing.
- Obtain and keep current, First Aid, CPR, and seizure control certifications before transporting passengers.
- Able to pass a mandatory caregiver background check, a DOJ Criminal Background Check, and PARS driving record review upon hire.
- Minimum of 7 years of verifiable driving experience.
- The ability to operate a vehicle wheelchair lift and ramp is a plus.

Working Conditions and Physical Demands

Working conditions may include both inside and outside facilities. Working conditions involve both inside and outside surroundings in hot and cold temperatures and inclement weather driving conditions. Physical demands may require medium to heavy lifting (50 – 100 lbs.) and pushing, pulling, bending, and twisting. Work schedule will include some evening and/or weekend hours.

I have read, understand, and agree to comply with this job description.

Employee

Date

Supervisor

Date

VIP Services, Inc. is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. VIP Services, Inc. is committed to providing equal employment opportunities for all employees and to promoting and providing a workplace that is free of discrimination and harassment. All employment decisions at VIP Services, Inc. are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, gender, or any other status protected by the laws or regulations in the location in which we operate. VIP Services, Inc. will not tolerate discrimination or harassment based on any of these characteristics.