



Your Independence Inc.

Job Description

Job Title: **Transportation Driver**

Reports To: CEO/Director or Designated Supervisor

Job Summary: To coordinate the functions of the transportation department: create routes, hire and supervise van drivers, order busses and equipment, set and monitor policy, manage budget, coordinate routine maintenance, maintain related records, and ensure compliance with the Ohio Department of Transportation, Ohio Department of Aging and the Ohio Department of MR/DD.

Specific Job Qualifications for this position:

- ✓ Minimum High School Diploma or GED,
- ✓ Strong knowledge of transportation systems, typically acquired by working a minimum of one year of transportation Working knowledge of State and Local regulations governing the transportation of people
- ✓ Experience with special needs, gifted and culturally diverse populations
- ✓ Ability to follow efficient routes with using current knowledge of streets, and GPS
- ✓ Strong oral and written communication skills
- ✓ No pts on driving license
- ✓ Current Car Insurance
- ✓ Must be able to pass and obtain own Background Check, Drug Test, and Physical

Major Tasks and Job Duties:

1. Drives bus/van to transport passengers over specified routes to local or distant points according to time schedule:
2. Regulates heating, lighting, and ventilating systems for passenger comfort.
3. Complies with local traffic regulations.
4. Reports delays or accidents to Assistant Support Manager
5. Coordinate repairs and change tires by taking vehicles to shops
6. Conduct daily inspections of vans using designated form and check gas, oil, and water before departure.
7. Assist Clients with getting on and off the van utilizing a step stool
8. Transport clients to and from job locations
9. Maintain Maintenance Records for all vans and turning them in to the correct designee weekly and monthly.
10. Schedule Maintenance for all vehicles in a timely manner to ensure health and safety
11. Review and complete all documentation related to transportation.
12. Ensuring all drivers complete documentation as specified
13. Ensure Vans are equipped with Fire Extinguishers and First Aid Supplies
14. Coordinate with Office Manager to ensure all mileage, gas receipts and any forms to ensure they are documented and database correctly.

Work Environment

The work environment characteristics described here are representative of those a staff encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment will be in the community while driving in the community with varying degrees of background noise. Lighting and ventilation as found in a vehicle setting. NO smoking is allowed in or outside of the vehicles.