

GOMPERS

JOB DESCRIPTION

Job Title: Driver
Department: Transportation
Reports To: Transportation Coordinator
FLSA Status: Non-exempt

OBJECTIVE

Ensure the safe and proper transportation of agency clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as necessary.

1. Transportation of clients to and from Gompers.
2. Maintain program documentation, implementation, safety and cleanliness.
3. Complete additional specific responsibilities as required.
4. Participate in staff development programs.
5. Provide assurance of human and civil rights of clients during transportation.
6. Assist in crisis intervention as needed.
7. Participate in in-service training sessions for growth and development as requested by the supervisor.
8. Be familiar with emergency first aid procedures and accident reporting procedures.
9. Drive van safely and within all guidelines and laws.
10. Assist clients in getting on/off the van.
11. Maintain good relations with clients, guardians, co-workers, and the public.
12. Maintain a manner and appearance that reflects the organization.

SUPERVISORY RESPONSIBILITIES

None

AUTHORITY

This person shall have the authority to complete the above responsibilities subject to the verbal and/or written approval of the Transportation Coordinator.

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A minimum of a high school diploma or G.E.D. certificate required.

LANGUAGE SKILLS

Bilingual and/or sign language a plus, but not required.

MATHEMATICAL SKILLS

Basic calculations.

REASONING ABILITY

Basic ability to apply training to daily situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- 1. CPR, First Aid, Article 9 and Client Intervention Training. If you do not hold these certifications, Gompers will provide training.
- 2. A valid Arizona Drive License and a clear 39 month Arizona Motor Vehicle Report required.
- 3. Fingerprint Clearance Card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Properly lifting individuals up to 50 lbs.
- 2. Individuals over 50 lbs. require a two-person lift or use of a Hoyer lift.

WORK ENVIRONMENT

The work environment characteristics referred to throughout this job description are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The potential from injuries are limited by implementation of appropriate Client Intervention techniques, but risk still exists of being bitten, scratched, kicked or hit by clients. Changing of adult briefs and toileting is part of the job.

AGREEMENT

I have read the job description, discussed it with my supervisor and agree to perform the duties and responsibilities to the best of my ability.

Employee Print Name

Employee Signature

Date

Supervisor Signature

Date