

Calhoun County Council on Aging Driver Job Description

Job Summary – The vehicle driver is responsible for the transport of authorized elderly and disabled clients to group dining meal site, essential shopping, social services, medical services and other destinations for engaged and independent living as directed. The operation is to be performed according to state driving laws and other vehicle safety requirements to insure safe and orderly transport of passengers and the maintaining of equipment. In some cases this could be a demand response service so number of hours worked and trips will vary. No set number of hours worked or trips are guaranteed. The driver is also responsible for delivering home delivered meals daily.

Knowledge, Skills, and Abilities Required – The driver must be able to take and pass CPR, First Aid, Defensive Driving, Passenger Assistance Techniques and other required certification courses as well as preemployment and random drug testing. He/she must be able to speak clearly over the phone, be courteous, and tactful in communicating with others, have knowledge of state driving laws, have basic knowledge of services offered by the agency, be able to read odometer, clock, comprehend time, have ability to push, pull, and assist a 300lb. person into and out of the vehicle, have ability to lift, pull, and/or push a 50 lb. lift or other object.

Qualifications:

- Must have a high school diploma or GED.
- Must possess a valid SC driver's license with five (5) years driving experience and no violations in the three (3) years prior to employment.
- Must have available transportation to work and a working telephone.
- Must be free of communicable disease.
- Must pass a preemployment drug screening and random pool screenings

Essential Duties and Responsibilities

- Operating agency vehicles picking up and discharging authorized passengers at designated stops using the most practical routes.
- Assist passengers on and off vehicle and in and out of buildings as needed and operating lift on vehicle.
- Deliver meals daily according to route sheets, seeing the client, documenting the meal was received, notifying staff of changes in client and reporting emergencies immediately.
- Maintains order on the vehicle to ensure safety.
- Accurately maintains records, reports, and forms associated with the job
- Completes daily maintenance check and reports needed repairs or changes in vehicle performance to designated agency staff.

- Maintains vehicle according to established standards and disease-control procedures, keeping them clean inside and out.
- Safeguards agency property including but not limited to vehicles, cellular phone, and supplies on vehicle.
- Must be available when services are being provided with flexible work hours.
- Must follow all agency, area agency, state office on aging, and all contractors' policy and procedures.
- Attend meetings and trainings as required.
- Work cooperatively with staff, clients, and other agencies always presenting a good public image of self and the agency.
- Must be willing to fill in for other staff members to deliver meals and run other agency transportation routes.
- Perform other duties as directed by the Assistant Director or Executive Director.