



Job Description

Exempt: **Non-Exempt: Yes**

Title: Vehicle Operator (part time)

Reports to: Facilities and Transportation Manager

Department: Facilities and Transportation

Effective Date: January 2018

JOB SUMMARY

Vehicle operator is under the direct supervision of the Transportation Services Manager. The driver operates a van vehicle to transport individuals with disabilities from home to the training center (and return) and performs other transportation services in accordance with established policy and procedures.

ESSENTIAL JOB DUTIES

1. Transports individuals with disabilities to and from the training center using agency vehicles (includes wheelchairs and wheelchair equipment).
2. Checks the operating system of the van daily to insure safe operating conditions of the brakes, steering, lights, horn, windshield wipers, first aid equipment, and fire extinguisher.
3. Maintains order and discipline of the vehicle.
4. Reports behavioral and discipline problems to the Transportation Services Manager.
5. Keeps accurate reports.
6. Insures that health and safety procedures are observed.
7. Maintains ongoing communication with Case Managers of individuals served.
8. Attends monthly drivers meetings and occasional special sessions.
9. Must be knowledgeable of the requirements of and techniques for handling/lifting individuals with disabilities, especially during boarding, transporting and disembarking.
10. Must be able to obtain First Aid and CPR certification.
11. Performs all other duties as assigned.

COMPETENCIES

1. Must be in excellent physical condition.
2. Be familiar with surrounding area and able to read a map.

MINIMUM QUALIFICATIONS

1. Education: High school diploma or GED required.
2. Must have good oral, written, and auditory skills, to effectively communicate with persons receiving services and other stakeholders.
3. Must have knowledge of a wide variety of programs and resource to effectively meet the need of people who have developmental disabilities.
4. Must have a valid Georgia Driver's License, reliable transportation, and current insurance.



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JOB REQUIREMENTS

1. Working Conditions: Subject to outdoor weather conditions. May be required to perform a double route.
2. Equipment Operation: Ability to operate a wheelchair lift and wheelchair securements.
3. Physical Requirements: Able to bend, stoop, push and pull wheelchair consumers. Demonstrate hands on assistance for consumer boarding and un-boarding.

SUPERVISION OF OTHER POSITIONS

1. None

SALARY/BENEFITS

\$9.50 per hour

APPLICATION DEADLINE

Position considered open until filled. Background investigation and finger printing will be required. This job description is a temporary guide, subject to change at the discretion of management. The incumbent may be required to perform any other related duties as required by the supervisor. If you are employed after hours with a job other than EmployAbility, please contact Human Resources to complete the required form.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____