

Job Description

CATHOLIC COMMUNITY SERVICE

419 Sixth Street, Juneau, AK 99801
907 463-6100 -- www.ccsjuneau.org

Name

Driver (sites)

Job Title

Supervisor

Site Manager

Supervisor's Title

*Random Drug/Alcohol Screening
CPR/First Aid; Pre-Employment Drug
Testing; 21 years old; Background Check/
Fingerprinting/DMV Driving Record;*

Location

Requirements

FLSA Status: __ Exempt _X_ Non-Exempt

ESSENTIAL JOB FUNCTIONS:

1. Provide transportation to seniors and persons with disabilities
2. Maintain operation, safety, and cleanliness of assigned vehicle
3. Maintain transportation records
4. Proficiently use techniques designed to facilitate passenger safety
5. Link clients with services available
6. Provide assistance to wheelchair passengers
7. Deliver meals to homebound seniors
8. Provide personalized door-to-door service and access services
9. Perform other related duties as assigned by Site Manager, including, but not limited to, removing debris, snow and ice on entry ramps, steps or entry ways of senior center

JOB DUTIES:

1. Provide transportation to seniors and persons with disabilities
 - A. Provide transportation according to ADA requirements and the Older Americans Act
 - B. Assist passengers into and out of vehicles
 - C. Ensure that passengers fasten seat belts and that wheelchairs are locked in place
 - D. Encourage participants to make voluntary donations to the transportation program
 - E. Provide door to door client assistance
2. Maintain operation, safety, and cleanliness of assigned vehicle
 - A. Maintain gas in vehicle
 - B. Check condition (lights, tires, oil, etc.) of vehicle prior to the beginning of the shift
 - C. Report immediately any mechanical defects or repairs needed to the

Driver

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- supervisor
 - D. Perform routine maintenance as outlined in weekly and monthly vehicle checklist
 - E. Follow instructions of supervisor related to shop maintenance and repair
 - F. Perform routine cleaning of vehicle, inside and out, at least weekly or as needed
- 3. Maintain transportation records
 - A. Record rides and mileage daily
 - B. Submit driver's logs and contributions daily to dispatcher or site manager
 - C. Report all accidents immediately to supervisor and complete accident report
 - D. Report clients' infractions of the rules to supervisor
- 4. Proficiently use techniques designed to facilitate passenger safety
 - A. Attend CPR training
 - B. Receive defensive driving training
 - C. Complete PAT course
 - D. Participate in special trainings as designated by the supervisor
 - E. Train new drivers on routes, standard practices, emergency procedures, and safety
- 5. Link clients with services available
 - A. Report clients' needs or concerns to the site manager or supervisor
 - B. Relay any suspected problems or abuse to the site manager or supervisor
 - C. Provide passengers with information regarding services available through SESS
- 6. Provide assistance to wheelchair passengers
 - A. Assist wheelchair passengers up and down curbs and single steps
 - B. Assist wheelchair passengers through doorways and over thresholds
 - C. Assist wheelchair passengers at non-accessible establishments
 - D. Operate wheelchair lift in vehicles
 - E. Use driver discretion and knowledge of safe P.A.T. practices regarding operation of client wheelchair in boarding and exiting the van.
 - F. Provide other assistance as needed
- 7. Deliver meals to homebound seniors
 - A. Assist in packing meals for homebound delivery
 - B. Assist with temperature checks
 - C. Deliver meals to homebound seniors and their spouses
 - D. Check on homebound seniors to assess their needs and relay any suspected problems to site manager
 - E. Report client needs to site manager
- 8. Provide personalized door-to-door service and access services
 - A. Assist with difficult behavior in clients brought about by Alzheimer's disease and related disorders.
 - B. With understanding and compassion, assist clients experiencing difficult emotional behavior or personal insecurities.
 - C. Accompany a client to a medical appointment or to an agency or shopping (escort/assist)
 - D. Provide shopping assistance and errands (picking up prescriptions, mail,

- etc.)
- E. Provide homebound client assistance with opening up home-delivered meal or with lunch set up (homemaker assist)
9. Perform other related duties as assigned by Site Manager or Supervisor, including, but not limited to, removing debris, snow and ice on entry ramps, steps or entry ways of senior center

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of basic vehicle maintenance; State of Alaska driving laws.

Skilled in minor vehicle repair; safe driving.

Ability to apply 60# of leverage pressure; to enter and exit the van multiple times per hour including twisting, bending, sitting, kneeling and standing; speak, read, write, and understand the English language; maintain alertness; follow verbal or written instructions; maintain client confidentiality; drive safely for extended periods of time without a break; be courteous; be sensitive to seniors and persons with disabilities; maintain composure under stress; ability to prioritize workload and manage time effectively; work independently as well as cooperatively with other staff; work cooperatively with family members and community service agencies

QUALIFICATIONS:

Alaska driver's license and a good driving record for the past 18 months and no DWI or reckless driving for the past three years. Prefer experience working in the human service field. Experience with senior citizens and/or persons with disabilities is preferred. Experience with routine vehicle maintenance is desirable. All drivers in Juneau, Sitka, and Ketchikan must submit to drug and alcohol testing. All drivers at Non-DOT sites will submit to drug and alcohol testing when and where testing is available. Must be 21 years of age.

I have read, understand and am able to perform the essential functions of this position with or without reasonable accommodation.

Employee Signature

Date

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS
Driver (Sites)**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting					X
Walking			X		
Standing			X		
Running		X			
Bending or twisting				X	
Squatting or kneeling			X		
Reaching above shoulder level		X			
Climbing (e.g. ladders)			X		
Driving cars, light duty trucks					X
Driving heavy duty vehicles	X				
Using foot controls					X
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping					X
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds			X		

Pushing/Pulling			X		
	NA	NE	O	F	C
Work in/exposure to inclement weather					X
Work in/exposure to cold water				X	
Exposure to dust, chemicals or fumes				X	
Work/live in remote field sites			X		
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials			X		
Exposure to needles or sharp implements		X			
Use of hot equipment (e.g., ovens)		X			
Exposure to electrical current	X				
Seeing objects at a distance					X
Seeing objects peripherally					X
Seeing close work (e.g., typed print)					X
Distinguishing colors					X
Hearing conversations or sounds					X
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell		X			
Distinguishing tastes	X				
Exposure to wild/dangerous animals			X		
Exposure to insect bites or stings			X		
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		

Restraining/grappling with people		X			
	NA	NE	O	F	C
Other:					
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position that have not been addressed above?

Ability to think on your feet and adapt to constantly changing surroundings; i.e., road/ weather conditions, people, and assistive equipment.

I have read and understand the potential hazards and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date