

Chicago Commons Adult Day Services
Job Description

JOB TITLE: Driver

EXEMPT: Yes
SALARY LEVEL: 17,500 - \$20,000
RANGE: \$18,500 - \$20,500.
REPORTS TO: ADS Program Director

TITLE CODE:
DIVISION: Senior Care
DEPARTMENT: Human Resources
LOCATION: ADS
SPLIT SHIFT: Start 6:30/3:00
End: 10:30am/7:00pm

This job description supersedes any pre-existing job description for position

SECTION I

SUMMARY:

Under the direction of the ADS Program Director, Drives minibus, van or lightweight vehicle to transport Adult Day Services participants or physically limited passengers and deliver them to their destination. Driver may also be expected to transport agency personnel. Driver is expected to keep accurate vehicle records, maintain the vehicles in a clean, safe and orderly condition.

SECTION II

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. The agency reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

Arrange for vehicle repair with the assistant of the head driver. Follow established schedules; adjusts schedules to meet unanticipated changes; determines the safest and most efficient pick-up and deliver routes and other destination according to schedule.

Responsibilities: Assist passengers on and off the vehicle in a safe and courteous manner, assist clients that use medical equipment and handles emergencies that may arise. Note visible changes in the physical or mental health of clients regularly transported; communicates this information to appropriate personnel for follow-up. Document unusual behavior. Secures passengers' wheelchair to restraining devices to stabilize wheelchairs during transport. Ensure that clients are received by caregiver and/or authorized person. Inspect the vehicle and maintain it in a clean and safe condition.

Reports the need for maintenance and/or service to the head driver. Conduct weekly vehicle. Maintain standard records such as logs of passengers, mileage and gasoline purchases. Operates radio or similar device to communicate with base station, other drivers, caregivers or to report disruption of service.

Other Functions: The agency may assign other functions to the job at its discretion.

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 maybe made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak English, specifically, to communicate both in person and over the telephone. The employee must regularly be able to read English proficiently. Must be able to assist with the transfer of ADS participants. This could require lifting. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision requirements include the ability to see at close range.

WORK ENVIRONMENT:

There are no unusual environmental conditions other than inclement weather and inappropriate driving of other vehicles.

SECTION III

MAJOR CHALLENGES: Describe the most difficult types of problems or challenges you face in your job. Be sure to mention the role-played in special projects and any impending future developments that could impact this position.

SECTION IV

WORKING RELATIONSHIPS: List the titles of individuals, components and organizations with which you have the most frequent contact. This should include contacts both inside and outside the company. Briefly describe the nature or purpose of those contacts and mention the role-played on any committees by this position.

Most Frequent Contacts

Participants & Care giving

Illinois Department of Transportation

Name or Purpose of Contact

Provide information timely and accurate answers to questions.

Provide information and timely,accurate answers to questions. Assist with identifying transportation issues and follow-up Annual IDOT training.

SECTION V

DECISION MAKING AUTHORITY: Describe the authority permitted your position and freedom to take action in terms of which decisions you can make and which decisions you refer to others. Indicate the extent to which these decisions are governed by objectives, policies or procedures.

Only decision related to the welfare of the client while in route, and the necessary maintenance of the vehicle.

SECTION VI

QUALIFICATION REQUIREMENTS: 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. Must not have a criminal background history.

EDUCATION and/or EXPERIENCE:

High School diploma/GED. Five years experience, Five years driving experience.

LANGUAGE SKILLS:

Effective communication and have good written skills. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, and public groups.

MATHEMATICAL SKILLS:

With the use of a calculator, ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. The ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

CERTIFICATES. LICENSES. REGISTRATIONS:

Must possess a valid Illinois Driver's License. Have no driving convictions. Have First Aid/CPR training or willing to be trained.

OTHER SKILLS and ABILITIES:

Understanding of employee relations and employment law required. Ability to weigh the need for confidentiality and the need-to-know as it relates to communication of information.

EMPLOYEE SIGNATURE:

DATE:

MANAGER SIGNATURE:

DATE:

HUMAN RESOURCES SIGNATURE:

DATE:

