

York County Community Action Corp.

Van Driver

Full Time – Part Time – On Call

Job Description

REPORTS TO: Assistant Transportation Director – Operations

STATUS: Work schedule based on position and assignments. Overtime, if available is optional.

PAY GRADE: 4

PURPOSE: To safely transport passengers from their origin to a predetermined destination as designated by the manifest issued.

RESPONSIBILITIES:

1. Drivers are hired to operate agency vehicles within their licensing limits. A driver may be assigned to a specific route, but, based on agency needs the assignment may be changed because the transportation services experience periodic or constant flux.
2. Transport passengers – including children, elderly, physically and / or mentally disabled persons, from their homes or scheduled pick-up points to their destinations.
3. Assist all elderly and disabled passengers on and off the vehicle and assist them with any bundles they may have. If requested, drivers are to assist any rider that utilizes a wheelchair when boarding or exiting; assuming the level of assistance is reasonable and does not constitute a direct threat with risk of sustaining injuries to the health or safety of the driver. In all instances agency drivers will exercise extreme caution and if situations arise where the driver cannot safely assist the rider, then they are to notify the office.
4. No passengers or children will be lifted at any time (A driver will provide assistance to a rider; however this does not include lifting the rider).
5. Keep accurate daily records of all passengers and passenger miles.
6. Maintain a daily log on vehicle miles and fuel expenses.
7. FMSCR 396.11 requires performing a pre-trip inspection before each trip and performing a post-trip (daily). The driver must be able to perform all movements necessary, such as bending to check tires and undercarriage or pushing/ pulling to open and close the vehicle hood, etc. The driver will report any mechanical problems on the DVIR. Any vehicle deemed unsafe, the office is to be notified. No driver will operate a vehicle that has been placed in an out of service status.
8. The driver must conform to Federal Drug/ Alcohol testing requirements.
9. The driver must conform to all licensing requirements as per the State of Maine and the State in which their license is issued.
10. Vehicles should be fueled up at the end of each day. The driver should wash the vehicle as deemed necessary to maintain a clean appearance (using either the Agency wash bay in Sanford or at Shuttlebus/ Biddeford, when in area).
11. Driver will get up and stretch or walk around at least once every two to three hours to promote alertness and relieve muscle tension.
12. Attend all trainings, whether informational, safety or other as required by the agency.
13. Meet the Agency standard for attendance, punctuality and dependability.
14. Adhere to all requirements in the YCCAC Driver's Handbook. Performs other duties as assigned, or as necessary to fulfill the position.

Qualifications:

1. Must be 21 years of age.
2. Must have current driver's license, minimum of 3 years driving experience and at least 21 years of age. Practice good defensive driving skills, and a clean driving record with; no more than one [1] at fault incident or ticket within the past two (2) consecutive years and no OUI's within the last consecutive five [5] years).
3. Ability to operate the vehicle with a wheelchair lift or ramp, if so equipped.
4. Ability to communicate with clients, without engaging in confrontation. For any communication barriers, provide / redirect their needs to the office.
5. Capable of maintaining an accurate daily record of all passengers, passenger miles and vehicle statistics.
6. Ability to assist clients on and off vehicles.
7. Ability to assist clients in wheelchairs with boarding and existing. Properly securing the wheelchair with tie-downs. This may involve pushing, bending, and stretching, with the passenger in the wheelchair.
8. Proficient in the use of a two-way radio.
9. Learn transportation program software to proficiency and utilize tablet as assigned.
10. Ability to maintain route on schedule, considering road conditions. If delays occur, notify the office.
11. Maintain a neat and professional appearance on the job.
12. Ability to lift up to 35 pounds, i.e. shopping bags or packages.
13. Ability to open the agency security gate and the vehicle hoods using up to 50 lbs. of force.
14. Must not have an active record on the System for Award Management (SAM) website

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

STANDARD OPERATING PROCEDURES – PASSENGERS

- A. All passengers will receive professional and courteous services at all times.
- B. Passengers will be picked up at their homes, or at an arranged pick-up spot. Elderly, disabled or other passengers with special needs will be helped on and off the vehicle. On the return, they will be assisted off the vehicle with any packages they have.
- C. Passengers using YCCAC On-Demand Response routes will be allowed ample time for shopping, visiting, eating, etc. based on the scheduled manifest. They also will be transported to no more than two locations for essential shopping needs.
- D. Passengers using YCCAC Flex-routes with route deviation will receive on-time service along the designated route.

STANDARD OPERATING PROCEDURES – VEHICLES

- A. Vehicles will be kept as clean as possible at all times, inside and outside.
- B. Vehicle DVIR report will be filled out daily and submitted to the office. Safety issues should be reported immediately.
- C. Drivers are responsible to track the preventive maintenance service interval and inspection dates on the vehicle that they are in and to notify the office if the mileage or date indicates the need for service or inspection (oil changes and tune-ups as specified by the bus manufacturer, etc.).
- D. Vehicles shall be used only for YCCAC activities. Any unauthorized use of agency vehicles will be cause for immediate dismissal.

PHYSICAL REQUIREMENTS

- A. MOBILITY – Sits behind the steering wheel of a vehicle 90% of the work day. Occasionally gets up to assist a rider with shopping packages or to load /unload a mobility aid. May take breaks as needed after notifying the office by two-way radio. Stoops or bends to pick up shopping bags or to secure a wheelchair or other mobility aid. Frequently climbs steps into or out of a bus or van.
- B. EXAMPLES OF WEIGHTS LIFTED AND THEIR FREQUENCY –Frequently lifts and carries shopping bags weighing from 1 -25 lbs. and bags of pet food weighing up to 35 lbs. Must be able to push/ pull an occupied wheelchair or other mobility aid to assist a rider in entering or exiting a vehicle.
- C. DEXTERITY – 99% of work time involves extensive use of hands and fingers. Reaching and grasping are required for virtually all duties of the job, including but not limited to; steering wheel, radio microphone, shopping bags, and mobility aids. Ability to reach sideways for door controls, lift controls, radio microphone, tablet and paperwork.
- D. VISUAL REQUIREMENTS – Must be able to read and comprehend written materials and maps. Depth perception, peripheral vision, distance vision and color perception are required for driving.
- E. ENVIRONMENTAL CONDITIONS – Moderately high noise levels from diesel engines, traffic, and two-way radio. Limited exposure to fuel, diesel fumes, road dust and other airborne contaminants is possible. We drive year-round so some exposure to prevailing weather conditions (i.e. rain, heat, snow, wind, or cold) is evitable.
- F. HEARING/ TALKING – Must be able to hear and understand normal speech both face-to-face and over the two-way radio. Must be able to verbally communicate with riders and other employees both in person and over the two-way radio.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Transportation Assistant Director- Operations, Operations Coordinator or any hazardous conditions or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	O	Reaching	O
Carrying	O	Sitting	C
Driving	C	Standing	O
Handling	O	Talking	F
Hearing	F	Walking	O
Keyboarding	N	Lift/Carry 35 lbs. or less	O
Kneeling	O	Push/Pull 12 lbs. or less (not including wheelchairs)	O

N	(Not applicable)
O	(Occasionally) on/off up to 3 hrs. per
F	(Frequently) on/off up to 6 hrs. per day
C	(Constantly) all the time, over 6 hrs. per day

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Van Driver** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____ Date: _____