
Job Description

JOB TITLE: Driver

DEPARTMENT: Transportation

REPORTS TO: Program Director

Application Process: Resume & cover letter required. No phone calls, please.

PURPOSE/SCOPE OF RESPONSIBILITY

Provides escorted transportation to and from scheduled appointments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensures safety of clients by providing escorted service to and from vehicle including proper assistance for physically and mentally challenged individual(s) and monitoring health and living status.

Ensures safe operation of vehicles by following vehicle maintenance schedule, checking vehicle condition daily and reporting any technical problem immediately, and by keeping fire extinguisher and first-aid kit accessible.

Maintains client confidence and protects operations by keeping information confidential.

Uses time effectively by following assigned daily schedule in a punctual manner and by responding appropriately and quickly to calls from the office (e.g. pager).

Maintains safe and clean working environment by complying with health and safety guidelines.

Maintains client documentation standards by preparing and completing, in a timely manner, all required records and reports for all assigned clients.

Displays flexibility by accepting and adapting to unexpected changes in a courteous and professional manner.

Responsible for collection of all transportation fees.

OTHER DUTIES AND RESPONSIBILITIES

Maintains professional and technical knowledge by attending agency in-service programs, educational workshops, and sharing new learning with staff.

Contributes to team effort by accepting direction from Supervisor and appropriately seeking guidance, accomplishing positive results as needed and interacting with other staff.

Meets client's needs by participating in the planning for necessary services in the program.

Appropriately represents the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.

Contributes to effective use of agency resources by identifying and implementing options for cost containment.

Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining a professional manners and appearance at all times.

QUALIFICATIONS

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.

Valid Michigan Driver's license (Chauffer's License Preferred)

Clear driving record: Absolutely no DUI, no felonies or more than 3 points

Personal automobile insurance coverage with necessary limits

Good customer relation skills

Ability to read and understand written materials

Ability to communicate with clients

Job Types: Full-time, Part-time