

ADRC DRIVER
AGING AND DISABILITY RESOURCE CENTER OF COLUMBIA COUNTY

I. POSITION DESCRIPTION

This is a skilled, part-time, transportation position, in the Aging and Disability Resource Center. This position has varying hours. Transportation Drivers are responsible for transporting residents of Columbia County who are elderly and/or disabled. This position reports to the Aging and Disability Resource Center Director.

II. DUTIES AND RESPONSIBILITIES

1. Deliver meals to homebound residents of Columbia County.
2. Transport clients to appointments.
3. Deliver/escort clients to congregate meal sites.
4. Deliver meals and transport supplies to meal sites when necessary.
5. Operate/drive County owned vehicles in an effective and safe manner, obeying all traffic laws, obeying all policies and procedures of the ADRC and practicing defensive driving techniques.
6. General upkeep of County owned vehicles. Check equipment before leaving in the morning. Keep interior and exterior of vehicles clean and fill gas tank at the end of each day.
7. Review daily trip schedules to ensure the most time efficient and direct route from destination to destination.
8. Report any discrepancies or suspected errors to the Transportation Coordinator.
9. Communication of general information among Aging and Disability Resource Center Staff, Meal Sites, and Clients.
10. Maintain daily trip sheets of clients, logging in mileage and/or changes in trips as scheduled.
11. Report all maintenance problems to supervisor in a prompt manner.
12. Attend Driver meetings and trainings as scheduled.
13. Ensure confidentiality and safe-keeping of client payments, donations and medical information.
14. Assist clients to/from their home and into/out of the vehicle.
15. Operate the wheelchair ramp in a safe manner according to the operations manual.

III. EDUCATION

1. Preferably a High School Diploma or equivalent.
2. At least one year of professional driving experience with basic knowledge of vehicle operation and maintenance is required.
3. This position requires a high degree of safety consciousness and reliability.

IV. KNOWLEDGE & SKILLS

1. Valid Wisconsin Driver's License and a clean driving record.
2. Ability to be prompt, reliable and dependable so that schedules are consistent.
3. Ability to maintain accurate records, while keeping information confidential.
4. Knowledge of general automotive mechanical operations and necessary maintenance.
5. Ability to be courteous, patient, pleasant, and helpful to people who are elderly and/or disabled.
6. Basic first aid skills or certificate.

7. Ability to enter and exit vehicles frequently.
8. Stability in walking under adverse weather conditions to assist clients in entering and exiting vehicles.
9. Ability to handle wheelchairs, adaptive equipment, and wheelchair lift/securement systems.
10. Must have ability to use good judgment and skill to operate vehicles under various adverse weather and road conditions.
11. Ability to solve problems in regards to operation of vehicles and client welfare along with understanding and following through verbal and written instructions.
12. Ability to follow driving routes and schedules.

V. PHYSICAL REQUIREMENTS

1. Frequent: standing, sitting, walking, driving, and going up/down steps, lifting below the waist.
2. Occasional: bending, crouching, stooping, kneeling, pushing/pulling, lifting above the waist.
3. Visual acuity
4. Ability to lift up to 25 pounds and push/pull up to 350 pounds.
5. Agility, good balance and strength required for entry and exiting vehicles and for manipulating wheelchairs, other assistive equipment and wheelchair securements, which requires strength in hands and arms, dexterity to use hooks, eyelets, tighten straps, etc.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The employees may be requested to perform job-related responsibilities and tasks other than those stated on this position description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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