


<p style="text-align: center;">    <b>Goochland Powhatan</b>  <b>COMMUNITY SERVICES</b>  Connect. Grow. Thrive. </p>		
	<b>Title: Transportation Driver</b>	
<b>Position Classification</b>	<b>Pay Family: Administration</b>	<b>FLSA Status: Non-Exempt</b>
<b>Description</b>	<b>Pay Grade: 1</b>	<b>Benefit Eligibility: None</b>
<b>Employee Name (print):</b>		
<b>Employee Signature:</b> (I have received a copy of this job description and my supervisor has reviewed it with me)		<b>Date:</b>
<b>Supervisor Signature:</b>		<b>Date:</b>
<b>Director of Administration Signature:</b>		<b>Date:</b>
<b>Executive Director Signature:</b>		<b>Date:</b>
<b>Date Position Description Last Reviewed: 6/01/17</b>		
<b>Date Position Classification Last Reviewed: 6/1/17</b>		

The following is a composite representation of the responsibilities for the respective job title. It is not intended to cover all possible job requirements or job factors of the titled position. Lines of supervision and reporting are as shown on the organizational chart.

## **DEFINITION**

Under supervision of the Operations Supervisor, this position provides transportation to consumers as assigned, to and from the Community Services programs at either the Goochland or Powhatan locations. The transportation drivers are responsible for providing safe and efficient transportation services, maintaining the cleanliness of their assigned vehicle, performing general maintenance on the vehicles, and to complete required documentation to support the program objectives.

## **JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS**

- Provide daily transportation to consumers based on daily logistic sheets to and from Community Services programs, typically in a program provided van.
- Perform a daily safety inspection of vehicle prior to departure.
- Complete required reports, forms and other documentation as required.
- Report any behavior issues with a consumer.
- To perform other assigned duties as necessary within established policy and procedures.

## **REQUIREMENTS**

### **EDUCATION**

High School Diploma or GED

### **EXPERIENCE**

Must be at least 25 years of age with at least 1 year of driving experience.

### **LICENSE(S)**

Position will be required to possess a valid Virginia driver's license

### **PRE-EMPLOYMENT**

Must submit to pre-hire criminal background check

Must submit pre-hire drug screening

## **KNOWLEDGE AND ABILITIES**

- Knowledge of vehicle operations and general maintenance.
- Knowledge of Goochland, Powhatan, and surrounding areas to plan effective routes in planning the pick-up and return for the assigned consumers.
- Knowledge of consumers with intellectual, developmental, and mental disabilities and behavioral situations.
- Knowledge of Goochland Powhatan Community Services policies and procedures.
- Ability to operate a vehicle safely.
- Ability to read maps and follow written instructions and directions.
- Ability to assist consumers in getting into or out of vehicles, assisting with connecting seat belts and securing wheelchairs.
- Ability to tolerate verbal and possible physical abuse while maintaining a professional demeanor.
- Ability to handle emergency situations without direct supervision.
- Ability to have patience with consumers and consumer's family members or guardians.
- Ability to communicate with consumers and consumer's family members or guardians.
- Ability to complete required training including Crisis Intervention/Emergency Behavior Support and in-service First Aid and CPR training.
- Ability to work under pressure; meet inflexible deadlines; set priorities; and deal diplomatically with difficult individuals.
- Ability to maintain confidentiality of consumer's information

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

## **ENVIRONMENTAL CONDITIONS**

Work environment will typically include exposure to road hazards usually experience in driving in rural, county surroundings, interstate highway driving, including exposure to weather and temperature extremes that may affect driving conditions as well as walking to assist passengers. May involve exposure to aggressive verbal and physical behavior, and exposure to infectious diseases from others.

Driving: 95%; Sitting: 3%; Standing/Walking: 2%

Average Weight Required to lift or carry at any one time: 20-40 pounds for brief periods of time. May have to provide support to consumers in getting in or out of vehicle