FOREST COUNTY OFFICE ON AGING
Position Description

Position Title: Van/Bus Driver
Reports to: Office on Aging Director
FLSA Status: Non-Exempt
County Status: Limited Term Employee (Various hours per Work Week)
Pay Grade/Pay Structure: $12.84

I. Position Summary:

Provides safe transport of individuals to predetermined destinations for medical, shopping, and nutrition purposes. Performs other duties as required.

II. Primary Duties and Essential Responsibilities:

- Provides safe transportation of passengers.
- Conducts pre-trip inspections of the vehicle, complete the pre-trip inspection checklist to insure passenger safety, and submits checklist to the office noting any concerns.
- Make office staff aware of any safety concerns immediately and will not drive the vehicle until safety concerns are resolved.
- Logs vehicle mileage, number of passengers, trip purpose and other required reporting information on a daily basis.
- Notifies office staff of the need for oil changes and other maintenance needs on a timely basis.
- Ensures vehicle is clean inside and out.
- Alerts office staff of any vehicle/passenger concerns.
- Treats all passengers in a polite and respectful manner.
- Ensure that all interactions, physical and verbal, are positive.
- Provides registration forms to new participants and assists in the annual form updates.
- Maintains daily participant logs and submits all paperwork to the office on the last work day of the week.
- Collects passenger fares, records fares received and brings fares to the office for deposit.
- Picks-up registered participants at their homes or designated central meeting sites according to each day's reservations.
- Ensures that the vehicle is climate appropriate prior to passenger pick-up and maintains a comfortable environment throughout the day.
- Assists passengers with limited mobility from home/pick-up site to the bus and throughout the transport; assists all passengers on and off the vehicle; loads and unloads passengers at the entrances/exits to stores, pharmacies, clinics and other predetermined destinations.
- Assists passengers with packages, bags of groceries and other items, safely storing them on the vehicle, and helps passengers carry items into vehicles or homes.
- Ensures each passenger is safely inside his or her home or a vehicle prior to departure.
- Performs other duties as assigned by the Commission on Aging Director within the scope of responsibility and skill requirements for the job.

III. Additional Responsibilities

- Insures privacy of all individuals by maintaining confidentiality of interactions and related paperwork.
- Willing to take part in the State approved Defensive Driving Course and other trainings.

IV. Supervision

Receives direct supervision from the Commission on Aging Director who will spot check work for completeness, conformance with established policies and effective accomplishment.

V. Physical Demands and Work Environment

The physical requirements are those demands the employee is expected to encounter in the performance of the essential functions of the job. The work conditions are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly required to engage in conversation and is required to speak and listen. The employee is frequently required to sit and use hands to grasp and place objects. The employee is occasionally required to walk and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Employee will have limited contact with the public.

Ability to work under conditions that require exposure to environmental factors such as heat and cold, pollen and dust, disease, blood and bodily fluids, second hand tobacco smoke, odors, animal bites, and violence. This exposure may cause some discomfort and presents a risk of injury.

VI. Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below should be representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education: High school diploma or equivalent preferred.

Experience: One (1) year of experience transporting the elderly in the private or public sector preferred.

Skills, Knowledge and Abilities:

- Safe driving record.
- Knowledge of ADA standards as related to transportation.
- Willingness to work positively with others in the delivery of transportation related services.
- Ability to communicate and interact positively with seniors, volunteers, other professionals, staff members and the general public.

Licenses and Certifications: Must possess and maintain a valid Wisconsin Driver's License, a reliable, insured vehicle, and maintain minimum county insurance requirements.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Amendments Approved by Personnel Committee on May 23, 2017

Department Head: _____ Date: _____