



Job Title: Transportation Driver
Reports To: Nutrition Services Manager

Status: Full-Time, Non-exempt

SUMMARY

Provide the transportation of Seniors to and from appointments and errands from their private residences in a safe, secure, and professional manner. Provide transportation to and from center for congregate meal. Backup Home Delivered Meals driver when needed.

REQUIREMENTS

1. Must comprehend and comply with the Wasilla Area Seniors Inc. Employee Handbook, Driver Manual, and Driver Training outline.
2. Minimum age requirement of 23 years.
3. Must obtain a valid Alaska Driver's license and provide a current 10-year DMV printout.
4. No more than 1 moving violation or 1 "at fault" accident within the past 3 years.
5. Pass a mandatory pre-employment drug and alcohol screening. (including marijuana)
6. Must pass a mandatory criminal background test.
7. Possess or willing to complete training and testing in order to obtain a current Passenger Service and Safety (PASS) card.
8. Must obtain CPR and First Aid certification.

DUTIES AND RESPONSIBILITIES

1. Transporting Seniors utilizing company vehicles in a safe and professional manner.
2. Effective communication with dispatch regarding schedule progress and to receive instructions.
3. Maintain a professional image and attitude in regard to clients, visitors, and co-workers.
4. Complete daily vehicle pre-trip and post trip inspections and maintain vehicle cleanliness.
5. Appropriately assist Seniors as needed to safely complete the transfer.
6. Must understand instructions in English (both written and spoken).
7. Must be able to accurately complete activity logs and vehicle reports.
8. Must be able to understand and operate GPS devices and cell phones.
9. Must be physically able to step up and down steps, safely secure clients for transport, lift up to 50 lbs., and transport Seniors with wheelchairs, carts, and walkers on paved and unpaved surfaces.
10. Navigate icy, snowy roads.
11. Provide backup Home Delivered Meal deliveries as needed.
12. Perform all other duties as assigned by Nutrition Program Manager.

Core Competencies:

- Belief in mission and core values of WASI
- Team player
- Self directed
- Empathic communicator
- Positive Attitude

Physical demands: While performing the responsibilities of the MOW Driver job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. The Driver must sit for long periods and requires intense concentration, particularly in poor driving conditions. The work of the Driver requires intense concentration. The Driver must drive in a safe and appropriate manner. Stress can be caused by the need to drive in adverse weather conditions. The Driver has a moderately strenuous job.

Work environment: The work environment characteristics described are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Driver must work in all different weather conditions including extreme cold and heat.

NOTE: WASI is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.

I received a copy of this job description, and the responsibilities of my job were explained to me by my supervisor.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date