



Driver

Job Title: Driver
FLSA Classification: Non-Exempt
Department: Transportation
Supervisor: Transportation Manager

Job Summary

Under the supervision of the Transportation Manager, the driver provides transportation for the participants from their homes to the center and for appointments during the day. The driver also provides participant transportation for field trips as part of the activities program, as well as delivery and pick-up of supplies and medications for participants. Cleans vehicles, checks regularly for safety, and maintains scheduled maintenance.

Essential Job Functions

- Drive vehicles in a safe and responsible manner utilizing defensive driving skills and in adherence to Fresno PACE policies and procedures, following assigned routes.
- Load and unload participants in and out of Fresno PACE vehicles and assist participants into and out of their homes in adherence to Fresno PACE policies and standards of practice.
- Transport participants to all requested appointments that have been arranged by the transportation coordinator or dispatcher.
- Transport support staff along with participants to and from appointments if needed.
- Deliver, supplies, and medications to participants.
- Maintain safety and cleanliness of assigned vehicle and coordinate scheduling of van maintenance with transportation coordinator.
- Assist participants in their home environment with simple tasks when necessary, such as put on socks, shoes, jackets, etc.
- Maintain the confidentiality of all company procedures, results, and information about participants, clients, or families regardless of setting.



Non-Essential Job Functions

- Coordinate scheduling of participant rides with the transportation coordinator or dispatcher.
- Follow all Fresno PACE policies and procedures and OSHA safety guidelines to maintain a safe working environment.
- Handle potentially infectious specimens with appropriate biohazard precautions and practice standard precautions.
- Maintain courteous, helpful, and professional behavior on the job and display a willingness and ability to be responsive in a warm and caring manner.
- Participate in continuing education classes and any required staff and training meetings; and maintain professional affiliations and any required certifications.
- Perform other duties as required or requested in a positive and helpful manner to ensure a smooth running work area.

Working Conditions and Physical Demands

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires full range of body motion including handling and lifting participants, manual and finger dexterity and eye-hand coordination.
- Requires standing, walking, pushing, bending, kneeling, and reaching at arm's length and overhead in clinic, vehicle and participants home for prolonged periods of time.
- Requires the ability to lift/carry up to 65 pounds and push or pull objects exceeding 150 pounds, using appropriate body mechanics.
- Must be able to operate electric lift and get disabled participants safely on and off vehicle. Must be able to fasten seatbelts and wheelchair tie-downs.
- Must meet visual and hearing requirements for California driver's license. Requires corrected vision and hearing to normal range, with or without reasonable accommodation. Must be able to respond to beeper and telephone by communicating verbally with center via telephone. While driving, must be able to hear participants in vehicle call for help or identify by sound when they might need help. Must be able to give clear verbal directions.
- Requires working under stressful conditions; moderate pressure to meet scheduled appointments while dealing with frail and confused participants.
- Subject to participants that may have the potential for verbal or physical aggression.
- Requires working outside, unprotected from weather conditions subject to temperatures below 30 degrees.
- Exposed to vibrations while driving vehicles.
- Subject to unpleasant odors.



Experience

- Minimum of one (1) year of documented experience in working with a frail or elderly population required.
- Experienced in transporting individuals with special mobility needs.
- Minimum of five (5) years of documented commercial driving experience

Knowledge, Skills, and Abilities

- Be, at minimum, 25 years old.
- Ability to read, write, and speak English.
- Knowledge of the area in which Fresno PACE is located.
- Knowledge of how to use and maintain position's equipment (e.g., vehicle, lift, tie-downs); and safety requirements.
- Ability to cope with mental and emotional stress related to the position.
- Function independently, have flexibility, and personal integrity.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with participants, family members/caregivers, co-workers, and department heads.
- Skilled in identifying and recommending problem resolution; and ability to work independently with minimum supervision.
- Effective written and oral communication skills.

Education and Certification

- High school graduate or equivalent; previous experience of one year or more within the realm of the position's duties and responsibilities may be substituted in the absence of a high school diploma.
- Current driver's license in the state of California with an excellent driving record.
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.

Acknowledgment:

I have read the above driver job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.



I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Fresno PACE for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Fresno PACE reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at Fresno PACE is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Fresno PACE at any time and for any reason.

Employee Signature

Date

Fresno PACE Representative

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Written Date	08/01/2014	Revised Date	
Reviewed Date	06/21/2017	Discontinued Date	
Approved By and Title: QAPI Committee			