

TITLE: Seasons Transportation Driver

QUALIFICATIONS: Valid driver's license, chauffeur's license, and good driving record. Ability to provide door-to-door assistance to riders (60 years of age and older). The employee should be friendly, cheerful and patient.

JOB GOALS: Provide safe transportation for Seasons Adult Day Health Services to a variety of medical destinations (as needed), assisting clients to and from the vehicle. Promote the programs and image of Senior Services while in contact with the public.

REPORTS TO: Seasons Director

PERFORMANCE RESPONSIBILITIES:

1. Report to the Seasons office half an hour before the first scheduled pick up to obtain schedule, cell phone and key to vehicle. Vehicle is provided by Senior Services.
2. Based on the schedule, pick up or drop off the client to the desired destination. Provide assistance if needed with mobility device (walker, wheelchair, cane, oxygen, electric wheelchair) to and from the vehicle based on the route sheet.
3. Report to the Transportation Manager or Seasons Program Director any client who may be displaying unusual physical or mental behavior changes and any transportation concerns and/or needs.
4. Inspect the vehicle prior to driving and after returning to assure the vehicle has no physical damage. Note on the route sheet any concerns with the vehicle. Check the fuel gauge, fill the vehicle at the City Garage fuel station if below half a tank and inform the transportation manager if needed.
5. Complete and sign the route sheet attesting all clients have been delivered along with the return of vehicle, key, schedule and phone to Seasons.

PERFORMANCE RESPONSIBILITIES:

1. Must be dependable and have the ability to read. Commit to the schedule as agreed upon; call if you will be delayed or must reschedule.
2. Be physically able to safely enter/exit vehicles on your own and assist clients and their equipment (if applicable) in/out of the vehicle.
3. Interact with clients with a helpful and caring attitude. Continually demonstrate good customer service through a friendly and supportive attitude while following diversity, equity and inclusion principles.
4. Maintain an awareness of and follow the Senior Services policies and procedures with special emphasis on confidentiality and safety.



PERFORMANCE RESPONSIBILITIES: (continued)

5. Wear ID badge provided by Senior Services at all times while driving.
6. Call 911 and the Senior Services Transportation office in case of an emergency or an accident.
7. Assist the client when going to and from their home and the appointment as stipulated by the route sheet.
8. Pass driving and criminal background checks. Follow all Department of Motor Vehicle laws and regulations.
9. Perform other duties as assigned.

Reviewed and Agreed to by _____ Date _____