

Job Description

VAN DRIVER

General Statement of Responsibility

The van driver is responsible for transporting elderly clients to and from their individual homes to various destinations within a reasonable time frame as predetermined by the Transportation Coordinator. This position requires a sense of responsibility, good judgement, independent thinking in emergencies, and a genuine, caring, concerned attitude toward the clients.

Specific Responsibilities

1. Reports daily to the Transportation Coordinator and maintains regular communication with the Coordinator throughout each day as necessary.
2. Assists with daily routing and time schedules.
3. Keeps adequate records of clients and trips.
4. Assists clients on and off the van at each destination.
5. Is responsible for the safe, careful, efficient operation of the vehicle.
6. Is responsible for door-to-door transportation including pick up of clients at their front door, assisting them on van, making sure their seat belt is secured, and assisting off the van and to the entrance of their destination.
7. Is responsible for the daily maintenance and cleanliness of the interior as well as the exterior of the vehicle.
8. Perform a pre-trip check each morning for problems of assigned van, and report them to your supervisor. Perform a post trip each evening upon return to the office.
9. Is responsible for notifying the Transportation Coordinator and the Meals on Wheels office in the event of an accident and also write up a complete account of all details of the accident.

Minimum Training and Experience

- I. Possess a current Florida Class E license and has a minimum of one year's driving experience.
2. Maintain a good driving record with no more than one minor at fault traffic violation on his/her state MVR.
3. Must be physically able to assist clients on and off of the vehicle.

4. Must be a mature person of good character, judgement, and have the ability to relate well to other people.
5. Have a general knowledge of mechanical skills which will be helpful in operating and maintaining the equipment.
6. Completion of the following courses bi-annually: (Mandatory Training)
 - a. Defensive driving
 - b. Emergency procedures
 - c. Standard first aid and CPR