



## Job Description - Position Profile

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**Position Title:** Van Driver

**Reports To:** Transportation Program Administrator

**Classification:** Non-Exempt

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### **Position Summary:**

This is a semiskilled work in the operation of a coach van, automotive vehicle transporting Talladega County Residents to work or training who are at or below 275% of the poverty level. Riders will be provided transportation free of charge. Employees work under the general coordination of the Transportation Administrator, the Sylacauga Alliance for Family Enhancement, Inc.

### **Primary Responsibilities**

- Drive motorized van for the public, delivering them to desired designation – medical appointments, shopping, or other contractual arrangements.
- Practice defensive driving.
- Make passengers feel comfortable. Be helpful and polite.
- Make sure passengers understand driver and the driver understands passenger.
- Remain “cool” under stress and handle the problem “calmly”. Immediately notify appropriate program administrator of any problems.
- Keep accurate trip sheets and other records essential to program operation.
- Dictate information to trip register concerning trips to be provided to the public.
- Service equipment; check tires, pressure, and oil levels; make minor field repairs and adjustments; report needed repairs to the appropriate Transportation Administrator.
- Determine that the vehicle maintenance schedules are in compliance; observe operation characteristics to determine any unscheduled maintenance needs.
- Assist passengers in loading and unloading.
- Maintain log book and records as required.
- Perform needed janitorial services on vehicle.
- Accept supervision, direction, and constructive criticism from higher authority.



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### Knowledge, Skills and Abilities:

- Knowledge of the geography of the service area, including the locations of streets and routes, or ability to acquire this knowledge rapidly.
- Working knowledge of the methods and techniques of automotive vehicle operations.
- Ability to read and understand traffic signals; corrective lenses acceptable.
- Ability to receive instructions and guidance.
- Ability to give, understand and follow oral and written directions.
- Ability to write legibly and keep simple clerical records.
- Willingness to keep vehicle clean.
- Knowledge of occupational hazards of applicable safety precautions in motor vehicle operations.
- Skill in the operation of standard automotive equipment as demonstrated by a driving test.
- Ability to drive and operate a vehicle safely according to traffic laws and regulations.
- Ability to make minor repairs and adjustments; and to have vehicle serviced as needed.
- Ability to determine when van operates improperly.

### Qualifications:

- Sufficient strength to lift 40 pounds and perform other strenuous physical tasks over extended periods of time in adverse weather conditions, including the ability to climb, descend, balance at varying heights; ability to bend, stoop, crouch, and crawl.
- Possess sufficient arm/hand strength to operate required equipment controls and handle necessary equipment.
- Must have normal hearing and adequate close vision (may be corrected).
- Any combination of training and experience equivalent to graduation from an accredited high school or possession of a General Equivalency Diploma (GED) supplemented with courses in driving education.
- A valid State of Alabama commercial driver's license is preferred and a driving record suitable for insurability.
- Must be willing to attend training sessions, workshops, seminars, as necessary.
- Must be willing to work non-standard hours.



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### Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 40- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

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The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE Family Services Center are employees "at-will." Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager / Supervisor

\_\_\_\_\_  
Date