

Marion Senior Services Job Description

Position	Reports To	Job Grade
Transportation Driver	Transportation Managers	
Employee Name	Employee Signature	Date

The Transportation Driver is responsible for tasks relating to safe client transportation to and from homes, doctor's offices, clinics, shopping facilities etc. when they qualify for services under certain programs for the transportation challenged residents of Marion County.

Essential Job Duties

- Daily pre-operation maintenance check as specified on daily driver's checklist
- Reporting all deficiencies immediately
- Daily contact with clients transporting them to their destinations.
- Daily completion of reports, paperwork, answer clients questions, collect fares, stock the bus with needed supplies to maintain a safe vehicle
- Maintain accurate operator records required to support the system database which includes mileage, fuel, passenger trips, and other data as required
- Must adhere to a schedule and follow a time frame to make scheduled stops
- Always be alert and focused on the driving task to ensure the safety of our clients.
- Must be informed and familiar with traffic patterns in the city and surrounding county
- Must be aware of changing weather conditions
- Must show courtesy and a polite demeanor to all customers
- Must report all emergencies
- Enforce rules and safety regulations with clients
- Assist clients as they enter and exit the vehicle whether ambulatory or by wheelchair
- Report any and all moving violations and license restrictions to supervisor immediately
- Responsible for refueling and cleaning of vehicle
- Observe all traffic laws, rules and regulations
- Perform assigned duties in the agency disaster-action plan for weather-related emergencies
- Other duties as assigned.
- Attend all required training

Supervisory Duties

- This position has no supervisory duties

Essential Requirements

- High School diploma or equivalent.
- Must be able to pass the DOT Physical Requirements
- 2 years verifiable experience in transporting passengers or other commercial driving experience
- Ability to use a portable radio and/or phone
- Ability to use an iPad computer
- Clean driving record that meets company's insurance standards
- Ability to understand and to carry out detailed but uninvolved written or oral instructions.
- Basic math skills including addition, subtraction, division and multiplication of numbers and currency.
- Excellent Customer Service skills and experience interacting with the public
- Good people skills to include good communication, and the ability to deal with and manage large groups and communicate clear instructions

The EEO Policy of Marion Senior Services (MSS) prohibits job discrimination on the basis of race, color, religion, sex, national origin, or disability

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- Be familiar with the Marion County Address System and able to locate addresses using maps and/or GPS

Minimum Necessary Restriction to PHI (Protected Health Information)

- To perform the functions of this job, persons in this position may require access to or exposure to client information, medical records or computer applications that contain Protected Health Information including, but not limited to electronic medical information, client medical records, written information, faxed information or spoken word. Incidental exposure of Protected Health Information may occur during the workday.
- Incumbents in this position must make all reasonable efforts to preserve the confidentiality and integrity of Protected Health Information and not to use or disclose more than the minimum amount of Protected Health Information necessary to accomplish the intended purpose of their position responsibilities

Licenses and Certifications

- Valid Florida Class E Driver's License

Physical Requirements

The 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.

- Walking, standing, sitting, stooping.
- Requires normal range of hearing, vision, verbal communication and manual dexterity
- Able to lift, push and pull up to 50 pounds occasionally
- Ability to lift, push and pull wheelchairs when going over obstructions, up wheelchair ramps, and through uneven terrain and sand with wheelchair clients
- Ability to enter and exit the bus via steps, 25 or more times per day assisting clients and/or delivering meals
- Occasional stress from dealing with multiple demands
- Frequent contact with staff and general public.
- Additional requirements of passing a DOT Physical and Drug Screen

Work Environment

- Bus and/or van carrying passengers
- Travel to designated locations as needed

Revised Date	Approved By (Manager):	Approved By (Human Resources):
6/20/2013	Donna Hersom, Transportation Director	Donna Tackett, HR Director
7/5/2016	Tom Wilder, Transportation Director	Donna Tackett, HR Director