



POSITION TITLE:	Transportation Driver
DEPARTMENT:	Day Services
POSITION TYPE:	Non-Exempt
REPORTS TO:	Manager of Participant Services

POSITION PURPOSE: Provides transportation service as assigned to the developmentally disabled populations in Lake County.

ESSENTIAL FUNCTIONS:

1. Maintains a positive and enthusiastic attitude.
2. Absolute commitment to creating and maintaining a positive work environment.
3. Consistently willing to go out of the way to help others, takes initiative to improve client-centered service delivery, and identifies solutions (not just problems) related to improving work conditions.
4. Insists on a quality-focused experience for persons being served—maintains regular communication with internal staff to ensure continuous coordination of services. Communication is a critical component of role.
5. Operates assigned equipment and vehicle in a safe manner.
6. Complete daily inspection of vehicle and equipment, which involves repetitively getting in and out of vehicles of all size.
7. Responsible for fueling all vehicles and taking all vehicles in for maintenance and other repairs.
8. Provides transportation to assigned passengers.
9. May be required to assist clients on and off of vehicles.
10. Will be required to meet standards of direct support professionals for persons with developmental disabilities.
11. Follow all local, state and federal regulations relating to transportation and developmental disability services.
12. Report all incidents, problems and/or equipment defects immediately to the Manager of Participant Services or designee.
13. Advise Manager of Participant Services or designee of any relevant information involving transportation in general and/or involving transportation clients.
14. Maintain accurate documentation of work assigned (i.e., work logs, mileage sheets, passenger logs, etc...) in a timely manner.
15. Attends necessary meetings, in-services, and professional development activities.
16. Follows all agency policies and procedures regarding the use and release of confidential information and confidential protected health information.
17. Complies with Paladin human resource and fiscal policies, Employee Handbook, county, state and federal laws and regulations as they relate to Paladin, Inc.
18. Shall perform any additional tasks, duties or functions as assigned.

KNOWLEDGE AND SKILLS:

- Ability to communicate effectively with a wide range of internal and external stakeholders
- Ability to independently organize time and duties to conduct the daily, weekly and monthly responsibilities

TOOLS AND EQUIPMENT:

- Basic knowledge of motor vehicle maintenance
- Operate two-way radio or telephone

MENTAL REQUIREMENTS:

- Ability to work with a variety of individuals and agencies to effectively and efficiently coordinate services.
- Work with minimal supervision.
- Ability to handle multiple tasks and/or demands
- Ability to work as a team member to facilitate service delivery.
- Patience and diplomacy when dealing with difficult clients, staff, and other agencies.
- Ability to handle stress.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Must have (or be able to obtain) a valid Public Passenger/Chauffer License or for-hire endorsement.
- Must have a clear driving record.
- Must be reliable.
- Must have knowledge of LaPorte County’s road system or ability to learn quickly.
- Must have sensitivity to elderly and developmental disability environments
- Must be able to operate a wheelchair lift van.
- Must be able to physically assist individuals to and from, and in and out, of assigned motor vehicle.

ADDITIONAL INFORMATION:

- Required to change work and/or personal schedules to meet time requirements of position.
- Must submit to a Department of Motor Vehicles check on an ongoing basis and provide up-to-date license and insurance information, if applicable.
- Responsible for the safety of all staff and clients under his/her care
- May be asked to serve on various agency committees

Supervisor: Manager of Participant Services

Supervisor at Hire: See Start Letter and/or Org Chart or Staff Roster

I have reviewed and received a copy of this job description and a copy of the Department/Agency Organizational Chart that includes the names of current persons in each department, my supervisor’s name, and my HIPAA classification.

Employee Printed Name	Signature	Date Signed.
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Notice: This job description is not intended to be, nor should it be construed as a contract for employment. Paladin, Inc. makes no guarantee of permanent employment. This job description is to be used as a guideline to give you an understanding of what Paladin has defined this position to be. Developed: 3/28/2014; 5-2014