Position Description

Title: Van Driver - Transporter

<table>
<thead>
<tr>
<th>FLSA Class: Non-Exempt</th>
<th>EEO Category: Service Workers</th>
<th>WC Class: 9110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title: 100007</td>
<td>Salary Grade:</td>
<td></td>
</tr>
</tbody>
</table>

Date Approved: March 15, 2017

Revision Date: Job Class: Non-Program

Revision: Licensure: Class E Driver’s License

Purpose of Position

Position operates a motor vehicle and transports clients, staff, medications, equipment, records and other items as assigned to various destinations for medical and dental appointments, therapy appointments, weekend trips and return trips to campus.

Major Duties (*Essential Element)

- Remains on-call for the purpose of transporting clients and other items as assigned*
- Communicates with the Clinical Services Department and Program Directors of Residential Services, or Education, Nursing Services or Home and Community Based Services on a daily basis to secure instructions and assignments
- Provides clients with adequate supervision and controls. Files reports on patient behaviors with Clinical Services, clinics, administrators and directors.
- Operates various motor vehicles (automobiles, vans, trucks) on the roads and highways*
- Assists the Safety Officer to service the campus environment of care factors and preventative safety program
- Maintains the necessary records when checking in and out vehicles. Follows Great Circle policy when using vehicles for trips and destinations.
- Review the operation of vehicles and mechanical systems to minimize unplanned downtime
- Transports documents, medications, equipment and other items as needed*
- Completes, maintains, and updates mandatory training classes as prescribed for child care workers
- Comply with city, county, state, licensing, Joint Commission, and federal regulations relating to vehicle operation
- Maintains Medication Dispensation or other medication dispensing certification as prescribed for child care workers and is able to administer medications as necessary for patients on trips
- Maintains trip records and delivery records as required
- Any other duties as assigned for the betterment of Great Circle

Working Conditions

Work environment varies due to road conditions and type of vehicle utilized. Some exposure to noise, cold, heat and dust.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

- Able to respond to crisis situations with an appropriate level of urgency and decisiveness.
- Possess or able to obtain within 2 weeks of hire a current, valid Class E Driver’s license and meet the Great Circle requirements for insurance.
- Ability to move 50 pounds
- Written and verbal communication skills

Required Education and Experience

- High School Diploma/GED
- Minimum of one year of experience operating motor vehicles
- Self-awareness, patience, and the ability to work independently are essential.
- Maintain an exemplary record as a safe driver with no moving traffic violations
- Physically able to supervise and control patients
Preferred Experience

Proven experience transporting children

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee:_________________________________________________________ Date:_________