



Bus/Van Driver

REPORTS TO: Executive Director

POSITION: Provides transportation for the residents to and from medical appointments. Assisting in other tasks as time allows.

POSITION QUALIFICATIONS:

- High school diploma or equivalent.
- A current Commercial Drivers License (CDL class C) is required.
- Must have a safe driving record.
- Ability to follow written and oral instructions.
- Must be able to read, write and speak fluent English.
- Regular attendance is required.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- Requires lifting up to 25 pounds regularly and up to 100 pounds occasionally with assistance.
- Requires regular sitting, reaching, walking, standing, pushing, and pulling activities. Close visual attention to details and written materials is required.
- Some exposure to slippery surfaces when walking and driving.
- Work is primarily indoors, but regular exposure to seasonal outside weather conditions occurs while transporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist residents in and out of wheelchair or vehicle as resident's condition warrants.
- Drive residents to and from medical appointments using designated vehicle and ensure the resident's safety by following all safety and traffic rules.
- Picking up supplies / run errands when needed.
- Clean the bus and van, inside and out.
- Perform a routine safety check of the company vehicle.
- Schedule regular maintenance of the vehicle in coordination with the Environmental Services Director.
- Maintain resident appointment calendar and communicate with family and physician offices.
- Flexibility with hours worked to accommodate early or late appointments.
- Stay with a resident if family/caregiver unable to accompany on an emergency basis.

- Inform nurse if any problem behavior, fall or incident out of the ordinary occurs with a resident and or family/caregiver during a bus/van run.
- Other duties to fill gaps in the transportation schedule to be performed at both campuses: stock linen carts, passing towels/washcloths and gloves, stock supply closets, clean/straighten supply closets, clean/straighten oxygen rooms, perform 1:1 activities with residents, assist with transporting residents to meals and activities

Residents Rights

- Provides privacy and maintains the confidentiality of all resident care information.
- Ensures care and security of residents' personal possessions.
- Reports all complaints and grievance made by residents, family members, and visitors to the supervisor.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

In-Service Education

- Attends all in-service education programs mandated by federal, state, and company guidelines.
- Participates and assists in departmental meetings and projects as assigned.
- Must complete the 6 hour Alzheimer training on an annual basis.

Miscellaneous

- All other duties as assigned by the supervisor.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities.

To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read this position description and fully understand the requirements. I accept the position of Van Driver and agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Luther Manor.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself.

Date

Print Name

Signature