



Public Transportation Driver

Date: 1/24/2018

Reports to: Transportation Director

Classification: Part-time/Full-time

Department: Transportation

Status: Non-exempt

POSITION SUMMARY:

Transport individuals from location to locations daily. Operate and maintain vehicle per Federal, State and agency guidelines.

ESSENTIAL FUNCTIONS:

- Transport individuals both within the city limits and from town to town.
- Obey all traffic regulations, KDOT regulations and SEK-CAP vehicle usage policies always.
- Clean and adequately service vehicle daily by checking the vehicle each shift, using the required inspection checklist.
- Report any vehicle malfunctions to the Transportation Director immediately.
- Check fire extinguishers monthly and document to insure they are at full capacity.
- Keep all necessary equipment for emergencies on the vehicle always.
- Ensure passenger use of seat belts before moving the vehicle.
- Keep a daily record or mileage sheet.
- Complete paperwork accurately, legibly and in a timely manner.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory training and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Complete required documentation and reports.
- Maintain and assures confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission Statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

Essential:

1. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.
2. Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
3. Resourceful and well-organized self-starter, needing minimal supervision.
4. Must be of excellent moral character.
5. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
6. Ability to learn and adapt.

Desired:

1. Previous commercial/passenger driving experience.

EDUCATION AND QUALIFICATIONS:

1. High School diploma or GED is required.
2. Must be a minimum of 21 years of age.
3. Obtain First Aid and CPR certification within 30 days.
4. Successfully complete a pre-employment drug and alcohol test.
5. Submit to and pass standard criminal history check.
6. Submit to and continually pass random drug screen testing program as required by Kansas Department of Transportation.
7. Submit to and pass Department of Transportation physical and renew as needed.
8. Possess current, valid commercial Class B with passenger endorsement driver’s license and meet agency insurance underwriting guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment 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.

1. Use hands to finger, handle, or feel;
2. Reach with hands and arms;
3. Sit or occasionally stand; walk and stoop, kneel, or crouch;
4. Regularly lift and/or move up to 30 pounds;
5. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
6. Occasional exposure to wet and/or humid conditions;
7. Outside weather conditions;
8. Extreme cold and extreme heat;
9. Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date