

Christian Health Care Center

Mission: Providing skilled health care services with compassion and love in Christ's name

JOB DESCRIPTION

TITLE: Van Driver
REPORTS TO: Environmental Services Director
FLSA STATUS: Non-Exempt, Hourly

JOB DESCRIPTION

JOB SUMMARY: This position is responsible for the safe, reliable and efficient operation of CHCC vehicles for demand-response service for residents. The Van Driver is responsible for operating a vehicle and providing courteous treatment to all passengers.

ESSENTIAL JOB FUNCTIONS:

1. Works alongside employees to promote a team effort and maintain the highest quality resident service.
2. Good attendance is an essential requirement of this position.
3. Readies and inspects CHCC vehicles on a daily basis in order to insure safe and efficient operation of equipment.
4. Operates a vehicle providing demand-response service to residents within assigned routes and schedules as developed by Unit Secretaries.
5. Assists passengers boarding and disembarking from vehicles. Also responsible for proper securement of passengers and mobility devices.
6. Operates cell phone communication with CHCC and other entities as well to report accidents, emergencies, or other unusual situations related to equipment and/or passengers.
7. Maintains accurate logs of daily vehicle activity and various reports and submits to office as scheduled.
8. Provides referrals to various services within CHCC as needs are brought to the employee's attention.
9. Maintains vehicle interior in clean condition throughout the day.
10. Completes and submits timecards, equipment defect cards, incident reports, and other information requested by CHCC.
11. Attends mandatory in-service training sessions or various meetings as required.

OTHER JOB FUNCTIONS:

10. Participates in passenger counts and other related activities as required.
11. May assist in the training of new drivers as assigned.

12. Performs other related duties as assigned by the Environmental Services Director or his designee.

QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- * Ability to safely operate a vehicle and vehicle equipment (i.e., wheelchair lift and securement device) under all conditions of weather, roadways, and traffic while successfully dealing with passengers, route and schedule requirements.
- * Ability to obtain operational knowledge, including knowledge of service area geography and roadways.
- * Knowledge of traffic laws and safety rules applicable to the transportation of passengers.
- * Ability and willingness to maintain a courteous, professional approach when handling the public and problems that arise.
- * Communicate effectively both orally and in writing.
- * Work effectively with employees at all levels of the organization, outside agencies, and with the general public.
- * Must be willing to work day and evening shifts.
- * Must maintain punctual and regular attendance to provide dependable service to the public.
- * Ability to successfully complete CHCC's Operator Training Program.
- * Ability to read and interpret maps.
- * Ability to demonstrate sensitivity to passenger's needs and limitations.

Education, License or Certificate:

- * High school diploma or equivalent.
- * Applicants must be at least 21 years of age at time of application with at least five years of driving experience.
- * Valid Washington State driver's license at time of hire.
- * Applicants must have an acceptable driving record.

Education, License or Certificate(cont.):

- * Must pass a Washington State Patrol and the Department of Social and Health Services background checks (in accordance with RCW 43.43.830 through 43.43.840, Child/Adult Abuse Information Act).
- * Obtain and maintain a valid and current CPR card within 6 months of hire.
- * Must sign passenger "Confidentiality Statement" as a condition of employment.

PHYSICAL REQUIREMENTS:

- * Physical ability to perform essential job functions including, but not limited to sitting for extended periods of time, standing, walking, stooping/bending, kneeling, maneuvering approximately 350 lbs.(passenger in wheelchair), lifting

approximately 30 lbs., climbing (stairs), and unencumbered wrist, back and hip movement.

- * Has distant vision acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separate corrected to 20/40(Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.
- * Hearing unimpaired or correctable to minimum requirements of Section 391.41 CDL Physical Standards.
- * Full and complete use of all limbs to operate vehicle controls.
- * No history of cardiovascular impairment or related disease.

SPECIAL REQUIREMENTS:

- * All offers of employment are contingent upon successful completion of a background check, a drug and alcohol screen and post offer, pre-employment physical, which includes a drug screening.

Anita Tallman, Executive Director / Administrator

Date

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.