

FAVARH Job Description

Title:	Driver
Department:	Transportation
FLSA Status:	Non-Exempt
Supervised by:	Transportation Coordinator and Transportation Assistant
Days/Hours of Job:	Mon. - Fri., Flexible Hours – flexibility required. Typical routes are morning between 6:30 – 9:00 am and afternoon between 2:30 – 5:00 pm.
Location of Job:	Agency wide; based at Transportation Hub which currently resides at 150 Commerce Dr. Canton, CT

Summary

A Driver is responsible for providing transportation services from individual's homes to day programs in the morning and from day programs back to home in the afternoon. Drivers are directly supervised by the Transportation Assistant and Transportation Coordinator. Drivers will be assigned a specific route, but must be willing and able to drive different routes.

Essential Functions and Expectations

1. Transports individuals in Agency vehicle (mini bus, van or minivan) as assigned by Transportation Coordinator and/or Transportation Assistant.
 - a. Routes will be assigned to driver and driver must be able to drive multiple routes.
 - b. If applicable, responsible for loading and safely securing individuals in wheel chairs in accordance with Agency policies.
 - c. As needed, fuel Agency vehicles with provided credit card.
2. Responsible for thoroughly and accurately completing route sheets and drop off times in accordance with Agency policies.
3. Responsible for assuring that each individual is dropped off safely in his or her home, with proper supervision, if applicable, before continuing route.
4. Safely operates all Agency vehicles in accordance with the laws and regulations of the State of Connecticut.
5. Maintains a safe, hazard-free vehicle, inspecting vehicle and reporting maintenance needs to the Transportation Coordinator and/or Transportation Assistant.
6. Completes all designated trainings and keeps up to date on all required training certificates.
7. Provides assistance to the Transportation Coordinator and/or Transportation Assistant in transporting Agency vehicles to/from garages for maintenance and repairs.
8. Completes additional assignments as identified by the Transportation Coordinator and/or Transportation Assistant.
9. Reports any concerns or unusual behavior by an individual on your vehicle to Transportation Coordinator and/or Transportation Assistant.
10. Accurately completes any required reports (e.g., incident or accident reports) in a timely manner

Education

Graduate of accredited high school or equivalency certificate.

Experience and Required Knowledge, Skills and Abilities:

- Good driving record
- Must have a valid State of Connecticut driver's license and be insurable with Agency carrier.
- Must complete Rideshare application and be approved by Rideshare. Rideshare requirements include:
 - At least 21 years of age
 - Minimum 5 years of driving
 - No DUI or DWI convictions in last five years
 - Reporting of any motor vehicle accidents and traffic violations in past 3 years.
- Possess or have the ability to obtain a State of Connecticut Public Passenger Endorsement on driver's license.
- Must be able to use GPS to find addresses.
- Must complete and maintain all required trainings, including but not limited to driver safety, First Aid, CPR, physical restraint and others as deemed necessary.
- Must be physically able to fulfill all responsibilities of the job.
- Must be able to handle problems and delays with repairs in a professional manner, avoiding conflicts.
- Must be able to communicate verbally and in writing.

Note

This job description covers the most significant duties but does not exclude other assignments not mentioned, such as training assignments, related duties, or temporary assignments.