

SAINT JOHN'S COMMUNITIES
JOB DESCRIPTION

JOB TITLE: Driver

REPORTS TO: LifeStreams Manager - Towers

STANDARD PRECAUTIONS: Category III

FLSA CATEGORY: Non-Exempt-Hourly

JOB CODE: 832

JOB OBJECTIVE:

Works closely with the LifeStreams Manager – Towers to provide transportation services for residents to routine visits for shopping and for special events in the community ensuring passenger comfort, convenience and safety according to all State/Federal regulations/codes and Saint John's policies, procedures, and practices. Works together with all members of the community to uphold and further the mission, vision, principles, and values of the Saint John's Community.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Must be a high school graduate or GED.
2. Must have at least 6 months to 1 year of passenger driving experience.
3. Must have and maintain a valid Wisconsin Driver's License
4. Must be able and willing to work flexible hours as scheduled depending upon the needs of the organization including split shifts, evening, weekend hours.
5. Must be able to read, speak and write English.

ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES

1. Must demonstrate dependability, excellent communication and problem-solving skills, exhibit a kind and caring personality while arriving to work on time and being professionally dressed aligned with the Saint John's dress code policy.
2. Must demonstrate the ability to comprehend and follow established procedures and be able to multi- task and work independently and perform various duties without close supervision.
3. Develops complete understanding and knowledge of all phases of the organization's transportation services, and Vehicle Use Policy to perform driver duties as scheduled or assigned.
2. Operates vehicle(s) in a safe, efficient manner always in compliance with all local, state, and Federal laws/regulations and Saint John's policies and procedures.
3. Maintains accurate, timely written records of vehicle use, such as trip destinations and purpose, number, and category of passengers, etc. This includes taking vehicles for routine maintenance, fuel stops, and cleaning according to schedules; keeping maintenance records as directed; creating and maintaining a monthly driving schedule in cooperation with manager.
4. Reports any mechanical difficulties or need for unscheduled repairs according to procedures; Fills out work orders as appropriate; Reports traffic accidents/injuries and damage of any kind to a vehicle and/or property immediately to supervisor and completes timely accident/damage reports as needed.
5. Informs the supervisor of any driver's license suspensions, revocations, or cancellations; and all in and out of state traffic convictions within 3 days. This includes convictions occurring in any vehicle.
6. Assures that all resident/client rights are always maintained. Reports any violations or suspected deviations immediately, according to Saint John's policy.
7. Maintains confidentiality of all department and organizational information.
8. Attends in-services, meetings, seminars as required and changes schedule to meet needs of the organization.

Person Centered Care/Professional Integrity and Responsibility

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e., Fostering relationships between residents, family and staff; Each person is

to be known as an individual who can and does make a difference; We nurture the spirit as well as the mind and body; We promote growth and development for all; and, We create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

WORK SETTING/ENVIRONMENT:

Work is divided among indoor (office) space for planning/scheduling/record keeping; outside in all weather conditions for vehicle loading/unloading, inspections, preparations, maintenance, etc.; inside heated/air-conditioned vehicle for driving. There are occasional exposures to loud or unpleasant noises and occasional exposures to bodily injury/illness, fumes from vehicles and gasoline.

EQUIPMENT USED:

Bus, car, wheelchair, telephone, cellular phone, copy machine, vehicle cleaning/maintenance equipment, etc.

PHYSICAL/SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Physical Strength: Must be able to frequently push/pull/lift objects weighing up to 50 pounds; occasionally push/pull objects weighing over 100 pounds i.e., occupied wheelchairs over flat or uneven surfaces and short steps; during emergency situations or lift malfunctions must be able to lift/assist residents in/out of vehicle/bus or seat.

Manual Dexterity: Must be able to continuously perform simple manipulative tasks; occasionally perform moderately difficult manipulative tasks.

Coordination: Must be able to constantly perform tasks requiring action of muscles or groups of muscles. Must be able to continuously perform tasks which require foot and/or hand-eye coordination and steadiness of motion.

Mobility: Must be able to frequently stand, walk, and push wheelchairs for up to 2 hours; continuously sit for prolonged periods up to 4 hours, and frequently climb steps, squat, bend to the floor, kneel and twist.

Speech: Must be able to speak clearly and communicate in English.

Emotional Stability: Must be able to frequently deal effectively with stress created by traffic conditions or responding to mechanical problems with vehicles, changing requests of the residents, trip plans and conditions, multiple tasks, noise, interruptions, working cooperatively and sensitively as part of the overall health care team while maintaining a pleasant demeanor.

Vision: Must be able to see sufficiently to pass the Wisconsin driver's license vision test and read/see traffic signs and be able to continuously discriminate colors on traffic signs, traffic signals, see lights on emergency response vehicles, and emergency display panels in vehicles.

Hearing: Must be able to continuously hear normal sounds and voices with some background noise, be able hear sirens on emergency vehicles and pass hearing test to pass Wisconsin driver's license requirements.

Concentration: Must be able to continuously concentrate on moderate detail with frequent interruption.

Attention Span: Must be able to continuously attend to task/function for more than 3 hours at a time.

Memory: Must be able to continuously remember multiple verbal and written tasks/assignments or road directions/guidelines ranging from a few hours to long periods of time.

EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:

Must know, understand, and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
 2. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
 3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____