

Shepherd Wellness Community - Position Description

Position:

Van Driver, Part-time (8-12 hours per week), Paid

Reports to: Executive Director

Essential Responsibilities:

1. Drive the SWC van to provide transportation for SWC members.
2. Monitor van performance and maintenance to ensure safe operating condition.
3. Help to maintain, fuel and clean van. Taking van in for service or inspection.
4. Other duties as assigned when between van runs.
5. Record-keeping associated with van transportation.
6. Telephoning passengers to schedule or confirm pick-ups.
7. Driving schedule is Friday to the Food Pantry and evening program plus one monthly outing (8-12 hrs/wk)

Qualifications Required:

This position requires a friendly, dependable, responsible person who can take initiative to carry out assigned duties. All SWC staff and volunteers must sign a pledge of confidentiality and must treat members, other staff, and volunteers with courtesy and respect. The Van Driver will be scheduled for Friday Food Pantry trips and evening program plus one monthly outing. Guidelines for this position are found in the "Transportation Services Policies and Procedures". Qualifications include a current PA Driver's License, Act 33-34 clearance, and no violations for DUI or drug violations. Periodic illegal drug screening may be required.

Duties:

As per attached "Van Driver Duties Sheet"

Physical Demands:

While performing the duties of this job, the individual is required to climb stairs at the SWC Center or use the Chairlift. Occasional use of stairs to the SWC basement may be required. The individual must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule and Compensation:

Driving schedule is Friday to Food Pantry and evening program plus one monthly outing (8-12 hrs/wk). "Employee Time Sheet" to be completed daily and turned in at end of each month.

Evaluation:

There will be a probationary period of 60 days with initial evaluation of performance. It is the policy of Shepherd Wellness Community that all paid and volunteer staff be evaluated at least yearly by the staff person to whom they report. First evaluation for this position will take place after the first 6 months of service. Evaluations will be based on competencies related to the Essential Responsibilities listed above.

Statement of Non-Discrimination: All applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or the presence of a non-job related medical condition/disability. Employment is contingent on Act 33 and 34 clearances, testing for illegal drugs and good references.

Approvals:

Employee _____

Date: _____

Executive Director _____

Date: _____

SHEPHERD WELLNESS COMMUNITY

-VAN DRIVER DUTIES-

Updated 3/2007

Total hours for driving depends on member demand for transportation and SWC programs.

Driving schedule is Friday to the Food Pantry and evening program plus one monthly outing (8-12 hrs/wk)

Drivers will be responsible for the following duties:

-prior to departure:

- + review the pickup schedule and directions to client addresses
- + if necessary telephone clients (on office or cell phone) to confirm address or pickup times
- + prepare the van log with names and odometer reading
- + check to ensure that the van is in good operating condition (report any maintenance needs)
- + check van fuel and get gas if needed.

-when picking up a member:

- + open the passenger door and ensure that they are safely seated
- + if in doubt about a member's identity you may ask them to show you identification
- + give first-time passengers a "Transportation Services Brochure" and "Passenger Policies" sheet
- + if a return trip is scheduled, reconfirm the destination and pickup time
- + enter information on van log
- + make sure that all passengers have seat belts buckled before van departs and throughout the trip

-when all trips are completed:

- + get gas for van, if needed.
- + complete and turn-in the van log used that day to the Executive Director mail slot
- + record hours on "Employee Time Sheet" which is turned in monthly
- + report any problems, needs, or concerns in writing to Executive Director
- + park the van in the handicap spot in front of the SWC Main Entrance, hang handicap sign from mirror

-a prepaid cell phone will be provided for use in the van:

- + to telephone a client when having difficulty locating the address
- + to telephone a client who does not show up at the pickup location
- + to telephone the SWC Office when having a problem
- + to telephone for emergency assistance
- + the cell phone may not be used for any personal calls for drivers or clients

-other duties may include:

- + taking the van for service or inspection
- + other duties at the SWC Center between van runs (dining room help)
- + record-keeping of van log
- + telephoning passengers to schedule or confirm pick-ups.