

## ANNE GRADY CORPORATION

JOB CLASSIFICATION: Driver

DEPARTMENT: Community Transit Services

TITLE OF POSITION: Non-CDL Driver

IMMEDIATE SUPERVISOR: Transportation Manager

NORMAL WORKING  
HOURS AND SCHEDULE: As Assigned, total number of working hours, shift start and end times are **NOT GUARANTEED**

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school graduate or GED preferred; 2) Ability to work with individuals with Developmental Disabilities; 3) Ability to cooperate with other personnel; 4) Successful completion of CPR/First Aid required; 5) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 6) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 7) Ability to lift 50 pounds; 8) Acceptable driving record required as defined by Federal, State and Local Regulations; 9) Five consecutive years licensed driving experience preferred; 10) Successful completion of physician examination as required by Federal and State regulations; 11) Vast knowledge of roadways within Fulton, Henry, Lucas, Ottawa, and Wood Counties; 12) Possession of a current Drivers License required.

1. Responsible for driving Anne Grady Corporation vehicles which includes, but may not be limited to:
  - ♦ Executing various routes, runs, and trips originating within the predefined coverage area of the CTS Transit System including Fulton, Henry, Lucas, Ottawa, and Wood Counties.
  - ♦ Transporting individuals to various Workshops and Day Programs within Lucas County, on recreational outings, to and from work and school and other destinations as required.
  - ♦ Medical appointments
  - ♦ Runs errands for AGS or CTS as required
2. Works scheduled hours as assigned by immediate supervisor and/or as directed by any member of the CTS administrative team including but not limited to:
  - a. Shift start and end times;
  - b. Lunch hours and breaks;
  - c. Mandatory meetings and trainings;
  - d. Additional assignments (over scheduled hours) and/or mandatory overtime;
  - e. Closures, delays, inclement weather and no transportation services.
3. Responsible for the safety of all individuals during transportation. Responsible for the operation of the lift and placing the individuals on and off the lift. Responsible for seeing that all individuals are strapped in with seat belts and wheelchairs are positioned properly in the vehicle and reports any unsafe condition.
4. Responsible for keeping accurate documentation of vehicle records and completes documentation on vehicles, billing, and individuals as required.

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5. Required to maintain driving status and notify Human Resources immediately if driving record changes.
6. Provides support to department as needed. This includes, but is not limited:
  - a) Purges master route books as needed.
  - b) Prepares provides needed information for meetings, and reports as needed.
  - c) Submits documentation and progress reports as required for riders, routes, and/or fleet vehicles.
7. Performs and assists in performing vehicle pre and post trip inspections including light vehicle maintenance of changing bulbs, and wipers, cleaning vehicles, and other vehicle maintenance as assigned.
8. Works and presents self positively and professionally to all departments, staff, volunteers, and members of community.
9. Assist when necessary in working independently and/or with other AGC employees and volunteers in implementing programs, completing required program documentation, and providing direct support to individuals serve within the corporation.
10. May be required to serve as a bus monitor on CTS routes transporting individuals to the day programs, work sites and/or other destinations as required.
11. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe on or may have infringed on an individual's right to be free from abuse and neglect.
12. Exemplifies AGC philosophy, follows policies and procedures and performs related duties as required.
13. Attends and participates in all requires in-services, trainings, and meetings.
14. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.

If more than eight, list totals only.

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Department Director

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Date

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Signature of Employee

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Date

Revised 11/8/12