

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**

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.

