

## **Project Now, CAA Job Description**

**Job Title:** Van Driver 2

**Department:** Senior Services

**SUMMARY** Transports seniors, disabled persons, & the general public in Rock Island & Mercer Counties

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned.

- Drive passenger vans and/or light duty buses to transport people.
- Check vehicle on a daily basis, report all mechanical problems immediately.
- Report all accidents immediately and complete required reports.
- Follow all traffic laws and other regulations/policies.
- Keep accurate records of bus usage, number of transports, fuel cost, mileage, and other required data.
- Keeps to schedule as given by dispatcher, will not deviate unless expressly given permission.
- Keeps dispatcher notified of location at all times.
- Escort customers to and from bus when required.
- Keep bus clean and neat in appearance.
- Complete all paperwork in a timely fashion.
- Attends training as required.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization. Must have good verbal and written communication skills.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Must have a valid driver's license, reliable transportation, and proof of insurability.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and three months related experience and/or training; or equivalent combination of education and experience. Must have documented good driving record and have had drivers license for a minimum of 3 years. Must be at least 21 years of age.

**PHYSICAL DEMANDS and WORK ENVIRONMENT** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk, stand, stoop, kneel, and sit. The employee must frequently lift and/or move more than 100 pounds as required to assist the passengers to and from the van.

*Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.*