Main Street Community Center

JOB DESCRIPTION

Job Title:	**Substitute Driver (Passenger Van)**	**Date:**	**10/21/21**
Reports to:	Executive Director	**# Direct Reports:**	0
FLSA Status:	Hourly	**# Hours/Week:**	As Needed

POSITION SUMMARY:

The primary function/purpose of this job.

Under general supervision, responsible for scheduled driving routes or assigned duties. Responsible for care of passenger van.

The major task areas required to successfully perform this job.		**Essential:** (x)	**Weight:** (%)
1.	Transport Center clients (seniors, disabled adults) to scheduled appointments in the Edwardsville area	X	75%
2.	Enforce on-bus safety regulations including the following: • Enforcing the use of seat belts at all times (including driver and helpers) • Escorting clients to and from the van when necessary • Assisting clients on and off the van when necessary • Enforcing proper use of vehicle steps • Assisting clients with packages when necessary	X	10%
3.	Follow emergency procedures when client is not at scheduled pick-up location: • Contacting the Center immediately • Not leaving the location • Not entering the client's home	X	5%
4.	Perform daily activities to ensure accuracy and safety: • Each day check the condition of the vehicle for safe use • Sign inspection sheet • Record mileage each day/time the van is used • Report any vehicle problems to the Supervisor • Ensure the van is left in orderly condition at the end of each day, including cleaning vehicle inside and out when necessary • Work with volunteer assistants and have them sign the volunteer sheet • Collect donations in unmarked envelopes or collection box and give them to the Supervisor •	X	10%

5.	Traffic fines are the responsibility of the person charged with the violation.		
6.	Other duties as assigned by the Supervisor.		

SCOPE AND IMPACT OF JOB:

What is the scope of this position? Indicate the nature of judgment, problem solving and analysis required. Describe the level of responsibility and decision making authority and the risk and impact of those decisions for the City.

Scope/Responsibility	☐ Very Little	☐ Low	☐ Moderate	X ☐ High	☐ Very High
Judgment/ Problem solving	☐ Very Little	☐ Low	☐ Moderate	X ☐ High	☐ Very High
Level of Risk	☐ Very Little	☐ Low	☐ Moderate	X ☐ High	☐ Very High

QUALIFICATIONS:

Minimum requirements to competently perform the key responsibilities of this job in terms of educational background, work experience, licenses/certifications, physical requirements and other knowledge, skills, and abilities.

- Valid driver's license with a J05 or J06 Restriction (endorsement) and maintain a good driving record.
- High school diploma or G.E.D. and driving experience with the public.
- Must complete bus driver training workshops when available.
- Subject to Criminal Background Checks.
- Subject to a Motor Vehicle Report (MVR).
- Subject to Drug Screens.
- Must pass an annual physical examination and have a valid IDOT Medical Examiners Certificate.
- Take and annual Rules of the Road review course.
- Complete AED/Adult CPR Training annually as offered by the Center.
- Complete bio-hazard waste training every two (2) years as offered by the Center.

KEY WORKING RELATIONSHIPS

The positions within the Center(but outside the immediate work area) or those individuals, vendors, customers, etc. outside the Center with which this job has a regular working relationship. Note whether they are internal or external contacts, the frequency of contact (daily, weekly, etc.) and indicate the general nature or purpose of the contact if possible.

Contact	Internal/External	Frequency	Nature/Purpose of Contact
Executive Director	Internal	Daily	Center business and transportation dispatch
Office Manager	Internal	Daily	Center business and transportation dispatch
Program Coordinators	Internal	Daily	Center business and transportation dispatch
Volunteer Coordinator	Internal	Daily	Center business and transportation dispatch
Center volunteers	Internal	Daily	Transportation dispatch
Center clients	External	Daily	Assisting on van and in Center throughout work day