

EAI EMPLOYMENT RESOURCES, INC.

JOB DESCRIPTION

JOB TITLE:

DRIVER

STATUS:

FULL TIME/PART TIME

EXEMPT:

NO

REPORTS TO:

VICE PRESIDENT/COO

Summary: Under general supervision, the Transportation Driver for EAI Employment Senior and Vocational Services performs activities related to the transportation of program participants to and from the program site and residence as directed.

Essential Duties and Responsibilities include the following: Other duties may be assigned.

Transports program participants to and from the program site or other assigned areas, as directed by administration, and the transportation manager.

Assists the program participants to and from the vehicle, to the participants' residence or the center in a safe manner, using the appropriate assistive devices as necessary.

Maintains established departmental and system policies, procedures, and objectives, including but not limited to the following:

- Quality Assurance Program
- Safety Environmental
- Infection Control Standards

Participates in all scheduled education programs, in-services, or staff meetings as directed.

Utilizes safe and appropriate body mechanics, and transfer techniques when providing transportation services to program.

Responsible for properly securing wheelchairs and safety belts for wheelchair participants.

Performs other related duties as necessary, assigned or requested by the transportation supervisor or manager.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Maintenance of the vehicle—maintain transportation mileage and usage logs. Cleaning of vehicle—this includes maintaining a clean and sanitary vehicle, and cleaning in the event of participant accidents.

Must be organized and flexible.

Must appropriately follow the company dress code.

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QUALIFICATION REQUIREMENTS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or required.

EDUCATION AND/OR EXPERIENCE:

Requires a high school education or equivalent.

A valid Michigan drivers license and a driving record that falls into an acceptable category.

Current CPR card required.

Must be capable of and experienced in transporting individuals with special mobility needs.

Must meet a standardized set of competencies (approved by CMS) before working.

Must be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact.

Must have working knowledge of mobile phone usage and features.

Must pass post-offer, pre-employment background check and health screening, including drug test, TB and MMR.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a satisfactory driving and insurance record.

Must be able to complete and pass State of Michigan Department of Community Health Direct Care Worker training if they have not already obtained this certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

PHYSICAL AND MENTAL ABILITIES:

The ability to lift and/or carry 50 pounds or more and to put forth physical effort.

Work requires mental and visual focus and sustained periods of concentration, working under demands of traffic, weather, and participant safety.

While performing the duties of this job, the employee is regularly required to speak and interpret verbal communication.

Regular and timely attendance is required. Flexible schedule to accommodate for occasional changes in traffic, weather, and participant emergencies.

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WORK ENVIRONMENT:

Must follow local traffic laws and maintain attendance in association with changes in the weather or transportation modification requirements. Work hours are M-F, 6:30am – 5:30pm.

COMMENTS:

This job description is intended to describe the major responsibilities and requirements of this job and should not be interpreted as all inclusive. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job description will be evaluated as necessary and should an incumbent/applicant be unable to perform the function or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.