

YMCA of Vincennes Job Description

Position: VanGo Driver

FLSA Type: Non-Exempt

Reports To: VanGo Transportation Coordinator

Function:

To provide safe, reliable transportation for passengers for the VanGo program.

Qualifications:

- High school diploma or equivalent
- Public Passenger Chauffeur License or CDL
- Fitness for Duty
- CPR and Bloodborne Pathogen Exposure Control training
- Must maintain insurability. Must pass drug and alcohol tests.
- Defensive driving course and passenger assistance techniques
- Requires the ability to accurately and efficiently collect and record information.
- Must be professional and have a concern for the elderly.

Principle Job Activities

1. Maintain designated daily route.
2. Maintain daily log of all passengers and provide to Transportation Coordinator.
3. Assist clients from/ to home and on/off the vehicles as needed or specified.
4. Maintain all vehicles in safe, mechanical running order. Maintain daily checklist and mileage. Report problems and recommendation to Transportation Coordinator.
5. Maintain vehicle cleanliness as specified.
6. Be aware of all vehicle operation, maintenance and emergency procedures.
7. Drive vehicles for special activities and errands as needed.
8. Respond appropriately to emergency situations.
9. Communicate essential information to appropriate staff.
10. Ensure transportation complies with all regulations.
11. Ensure all documents, including Medicaid, completed and filed in an accurate, timely manner.
12. Attend meetings and trainings as required.
13. Collect appropriate fares and follow cash handling procedures.
14. Supports the Y mission, policies, standards and procedures in all situations.
15. Fulfills any functions designated by the VanGo Transportation Coordinator for the betterment of the program and the ability of the Y to meet its mission.

Effect on End Result:

This position ensures that VanGo provides safe, reliable public transportation for the Knox County community.

I understand and accept that the job description represents my agreement as to the job to be performed.

Signature _____

Date _____

