

# Transportation Technician Job Description

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**Position:** Transportation Technician (Van Driver)

**Position Type:** Part-time, Non-Exempt

**Reports To:** Director of Operations

**Position Summary:** The Van Driver is responsible for the safe operation of agency vehicles, transportation of individuals served in agency programs, and supervision of clients while in transit.

Van Drivers typically work a split shift (morning and afternoon route). However, there are opportunities for Van Drivers to work the middle of the day as well. Middle of the day opportunities include but are not limited to: lunch and break duty, field trips, and/or outings.

## **Duties & Responsibilities**

- Report to work at designated time to ensure appropriate arrival times at work for persons served.
- Maintain a sequential listing of assigned route which includes names, addresses, phone numbers, and emergency phone numbers of the individuals on the route and have this with them at all times.
- Assure that all occupants, particularly individuals served, are wearing their seat belts before departure from any location and during transport.
- Assist clients being transported to ensure their safety entering/exiting vehicles and during transport.
- Conduct a daily inspection of vehicles.
- Conduct regular safety inspections and ensure proper maintenance of vehicles based upon applicable legal requirements, agency policy, and the needs for safe operation of the vehicles.
- Assure that the vehicle has sufficient gas prior to leaving on route, or to secure gas en route at recommended service stations.
- Provide supervision of clients while in transit including ensuring their safety and intervening in the event of any incident which may occur.
- Carry on his/her person at all times.
- Abide by all safety rules and regulations while driving.
- Conduct oneself in a professional manner; i.e., drivers represent role models for persons served. Respect is shown to persons served at all times.

## **Qualifications and Experience**

- Must be a minimum of 21 years of age.
- Current Illinois Driver's License with clean driving record. CDL preferred. Prior experience with transportation of individuals with disabilities is preferred.
- Ability to communicate in a professional manner to all staff as well as all individuals transported.

- Good judgment in driving for all road conditions (i.e., no speeding, weaving in and out of traffic, tailgating, going around railroad crossings) and good sense of direction.
- Ability for verbal and written reporting.
- Ability to read all traffic signs.
- Ability to lift 30 pounds on occasion

**Hiring Policy:** Serenity House Counseling considers applicants for all positions without regard to gender, race, color, religion, age national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.