

**Senior Resource Center for Douglas County
Position Description**

Position: Senior Wheels Driver

F.L.S.A. STATUS: Non-exempt, without benefits

REPORTS TO: Director of Transportation Services

BEGINNING SALARY: Dependent on qualifications and experience

DISTRIBUTION OF POSITION RESPONSIBILITY: 100% Senior Wheels

POSITION OVERVIEW

This position provides safe and efficient transportation to seniors residing in Douglas County, Kansas.

DUTIES AND RESPONSIBILITIES

Transporting customers

- Provides transportation service to senior citizens by safely operating assigned vehicle to pick up and deliver passengers in a courteous and professional manner in accordance to electronic or physical manifest.
- Assists customers by helping them board or depart from the vehicle at the curb or help to and from door as needed.
- Ensures all customers and any belongings or packages are properly secured in the vehicle before proceeding to next destination.
- Remains alert to traffic and driving conditions to ensure the safety of the passengers and the vehicle; drive defensively and courteously.
- Reports delays, breakdowns, and accidents; makes written reports of all incidents/accidents involving the vehicle or passengers during shift.
- Makes sure passengers pay fare at the time of the ride; sells passes as needed.
- Administers emergency first aid when situation demands.

Maintaining vehicles

- Inspects assigned vehicle daily pre and post trip; completes required checklist and notate all findings.
- Report vehicle maintenance needs to appropriate person.
- Ensures vehicles have no less than $\frac{3}{4}$ tank of fuel when turned in for the day.
- Cleans interior of vehicle after each shift by wiping down all surfaces and sweeping/vacuuming seats and floors.
- Washes exterior of vehicle as needed.
- Makes sure all necessary supplies are stocked for the next shift.
- Completes request form and notify supervisor of supply and maintenance needs.

Clerical and other

- Completes all necessary information in electronic manifest throughout assigned shift including adding notes for stops as necessary.
- Records method of payment from each customer as collected.
- Completes Driver's Daily Run Sheet at the end of assigned shift making sure all fares are accounted for and funds are deposited.
- Maintains vehicle records.
- Turns in inspection sheets at the end of each day
- Turns in all receipts for fuel purchases at the end of assigned shift.
- Completes and turns in incident/accident reports immediately.
- Reads and is familiar with employee policies and procedures, driver's policies and supplemental handbook, and rider policies and handbook.
- Attends mandatory trainings, minimum of one biannually.
- Reviews electronic time sheets for completeness, submits corrections and time off requests as required by procedure.
- Trains substitute/new drivers on driving safety, records, and other requirements.
- Works cooperatively with all staff and volunteers as directed.

This position may be changed temporarily or permanently to include new responsibilities or change existing ones as needed.

REQUIRED QUALIFICATIONS

- High school diploma or GED
- Must be at least 18 years of age and have at least two years of driving experience, maintain a current valid Kansas driver's license, and have a safe driving record
- Able to pass a background check, drug screen, and Kansas Department of Transportation physical
- Strong interpersonal skills including tact, diplomacy, and flexibility with staff and the general public
- Works proficiently with information technologies, including the internet and MS Office Suite
- Works independently with minimal guidance and as part of a team
- Establishes priorities and manages multiple activities to meet deadlines
- Demonstrable ability to use current mobile communication devices and other technology
- Works effectively under deadline pressure
- Strong organizational skills and ability to handle multiple tasks
- Must meet the eligibility requirements of the insurance company providing coverage for vehicles.

PREFERRED QUALIFICATIONS

- Familiar with geographic locations within Douglas County, Kansas
- Kansas Commercial Driver's License (CDL)
- Experience driving for a transportation service
- Knowledge of paratransit equipment and securement
- Basic knowledge of automobile maintenance

PHYSICAL REQUIREMENTS

- Lifts at least 40 pounds.
- Kneels, crouches, and sits for long periods.
- Pushes/pulls an occupied wheelchair, and secures it in a vehicle using tie down straps with a ratchet type latch.
- Stands for at least 30 minutes or adjusts to reasonable accommodations.
- Travels within Douglas County as needed.

Senior Resource Center for Douglas County, Inc. is a non-profit 501(c)3 organization that provides resources, services, opportunities, and advocacy that enhance the second half of life.