

JUNE 16, 2017

TITLE: Driver

DEPARTMENT: Environmental Services

SUPERVISOR: Director of Transportation

SHIFT: 1st and 2nd shift

Temporary PRN; Hours/week varies

LOCATION: RiverWoods

Weekends/holidays as needed

BRIEF DESCRIPTION: Operates a motor vehicle in a safe, effective manner to ensure that transportation is provided to residents in a manner that is safe, efficient and provides customer satisfaction.

PRIMARY RESPONSIBILITIES:

- Properly operates the Albright vehicle in a safe, responsible, and professional manner, following all applicable motor vehicle laws, when conducting company business, such as, transporting residents to/from the campus, medical appointments, special events, etc.
- Works daily with transportation department supervisor and campus staff to provide quality service that is “resident driven” and customer service oriented and to operate a time efficient and cost-effective transport system.
- Continuously exhibits the skills and knowledge required to inspect, safely operate, and maintain all equipment and tools relevant to a wheelchair mobile vehicle with no safety accidents; ensures the safe operation of Albright vehicles; ensures the following items are completed: daily, brake check, lights, windshield wipers, seat belts, tie downs, heat/air conditioning and other equipment necessary for safe operation of vehicle as well as checking the oil, gas, and tires on a daily basis.
- Verifies transportation services, logs, with supervisor.
- Immediately reports any accident or incident that involved an Albright vehicle with or without residents on board; completes/submits incident reports within 24 hours of the incident, within company established guidelines and completes the follow-up paperwork within 72 hours of incident. Cooperates fully with incident investigation. Immediately reports to supervisor, any driving violations incurred.
- Efficiently carries out campus deliveries as assigned.
- Following protocol effectively transports lab specimens/records to appropriate healthcare facility as assigned.

QUALIFICATIONS:

- High School Diploma or its equivalent. Prior satisfactory experience in a transportation position preferred.
- Must possess a valid PA driver’s license with a good driving record. Must maintain a good driving record.
- Able to safely operate a large van or bus (and any type of motor vehicle) with skill and patience.
- Ability to plan, organize and work cooperatively with others and in an unsupervised setting.
- Visual acuity (near and distant) sufficient to safely operate a motor vehicle van or large bus, maintain accurate records, recognize people and provide and understand written direction.
- Must be able to follow oral and written instructions and communicate effectively with staff, residents and members of the public. Able to speak and hear sufficiently to understand and give directions.
- Must maintain current CPR Certification and First Aid Training.

PHYSICAL DEMANDS:

- Sits, bends, stoops, pushes, pulls and reaches constantly during a work day/shift in performance of job duties
- Occasional lifting up to 25lbs, standing and kneeling.
- Drives in inclement weather conditions at times. Exposure to outside elements walking to and from vehicle/ buildings.
- Sits 60%, walks 30%, and stands 10%.