

ALBRIGHT LIFE CENTER

Living Independently for Elders

POSITION
6-7(17)

JUNE 12, 2017

TITLE: Driver

DEPARTMENT: Transportation

SUPERVISOR: Lead Driver

SHIFT: 6:30am – 5:00pm (split shift)
Full time 40 hours/week

LOCATION: LIFE Lancaster

BRIEF DESCRIPTION: Provides safe, timely transportation services to Albright LIFE participants.

PRIMARY RESPONSIBILITIES:

- Delivers competent and safe transportation services to participants; maintains a clean driving record, incurs no safety related accidents or moving violations; demonstrates the skills and knowledge required to inspect, maintain, and safely operate a wheelchair transport vehicle; and, demonstrates a willingness to be flexible as needed; such as, working past assigned working hours when participant safety is a concern. Assures that the participant is delivered safely to his/her authorized destination and is safely in building before leaving the area.
- Demonstrates knowledge and understanding of all Albright LIFE Transport/DME policies and procedures; adheres to ACS dress code requirements, maintains a clean appearance and demonstrates courteous, cooperative, professional and ethical behavior with all participants, family members, coworkers and others.
- As a member of the multidisciplinary team, advises the transportation coordinator or Center Manger of issues or concerns related to participant needs or concerns to meet the needs of the frail elderly in order to promote their optimum health, maximize their independence, and improve their self-care abilities; communicates participant information to other team members in preparation for scheduled assessments and when identifying changes in participants emotional and/or physical health; demonstrates the ability to accurately and completely document information required by Albright LIFE
- Works with the Manager of Center Services/Transportation Coordinator to maintain Albright LIFE policy for timely pick up and return, works closely with the transportation coordinator to establish routes that minimize the time that each participant spends on the bus during routine trips to and from the Adult Day Health Center, accurately and completely documents the required information on the Daily Vehicle Inspection Form.
- Transports and installs durable medical equipment and delivers supplies to Albright LIFE participants' homes; includes/not limited to shoveling/salting participants' driveways/walkways to ensure safe transport as needed.

QUALIFICATIONS:

- Must be at least 18 years of age, have a valid PA driver's license, a good driving record and have one year of experience working with a frail or elderly population. Previous experience as an ATS driver is desirable. HHA and Nursing Assistant certification preferred, experience as a HHA helpful.
- Able to safely operate a large van/bus with skill and patience and work flexible hours as needed.
- Must be able to safely lift up to 50 lbs; push/pull up to 200 lbs.
- Visual acuity (near and distant) required to drive a van or large bus, maintain accurate records, recognize people, and provide and understand written direction.

PHYSICAL DEMANDS:

- Driving required daily in service area.
- Exposure to outside elements; occasional exposure to extreme weather conditions.
- Sits 60%, walks 30%, stands 10%.