

Non-Medical Transportation Driver

Classification: Non-Exempt	Class: Regular Part-Time
Department: Non-Medical Transportation	Supervisor: NMT Director

Summary:

The role of the Non-Medical Transportation Driver is to transport individuals to and from adult day services, integrated employment, supported community employment, supported enclave employment and/or vocational habilitation. Drivers will use agency vehicles and adhere to all agency and state driver regulations.

Essential Functions:

- Carry out the transportation responsibilities assigned to the agency and/or program in the Individuals' Individualized Service Plan.
- Transport individuals within designated timelines.
- Adhere to all agency and state driver regulations.
- Complete all required forms, reports, and documentation.
- Complete routes to ensure that they are both effective and efficient on a regular basis and as routes change.
- Attend continuing education sessions necessary to maintain required certifications.
- Communicate effectively and professionally with supervisor, family members, individuals supported and outside agencies.
- Monitor and maintain the maintenance of vehicles per current rules and regulations to ensure that current standards are met and the vehicles are safe to operate.
- Advocate for the Individual's rights throughout the community.
- Complete and review all billing and timesheet documentation to ensure that it is completed thoroughly and correctly and submitted timely to designated representative.
- Knowledge and understanding of the current local, state and federal rules, regulations and expectations and ensuring that these are all met.

- Coordinate and report vehicle concerns to supervisor and maintain cleanliness of company vehicles.
- Serve as a representative of the NMT program to external community and attend community events to build and maintain positive relationships.
- Respond to emails within 24 hours and voicemails should be returned promptly.
- Ensure that incident reports and all supporting data are submitted for review by next business day for all UIs and immediately for MUIs.
- Ensure the safety of the individuals and the staff at the NMT programs at all times and report any known safety concerns to your supervisor immediately.
- Report any allegations of sexual harassment to your supervisor immediately.
- Report any injuries that require medical attention to your supervisor immediately and complete required documentation for all injuries within 24 hours of the incident.
- Report all vehicle accidents to your supervisor immediately and complete required documentation for all accidents within 24 hours of the accident.
- Responsible for the ongoing marketing of CDS including the NMT program.
- If your supervisor is unavailable, you are required to contact the COO.
- Perform other duties as assigned.

Driving Requirements:

- Must have valid driver's license and good driving record.
- Must be able to operate all agency vehicles.
- Must complete the Driver's Medication List form indicating all medications currently taken and date this list whenever it changes. Some drugs, prescriptions, and/or over-the-counter medications can affect a person's ability to drive.
- For any prescription medications which carry a warning label for drowsiness, or caution while driving or operating machinery, a doctor's authorization to operate a vehicle is required.
- Provide a signed Physician's statement regarding ability to complete assigned duties.

Supervisory Responsibilities:

None.

Education and/or Experience:

- Must have high school diploma or GED.
- Minimum of two (2) years in the field of Developmental Disabilities is preferred.
- Once obtained, CPR, First Aid and Bloodborne Pathogen certifications, Individual Rights, and UI/MUI trainings must be maintained.

Other Skills and Abilities:

- Must be courteous and professional in appearance and manner.
- Must be familiar with computers, word-processing software, fax machines, and copiers.
- Must be able to convey the scope of services available through the program and agency.
- Excellent verbal and written communication skills, with exceptional attention to detail is required.
- Must also have good time management skills with strong problem solving capabilities.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CEO Signature: _____ Date: _____