VILLAGE OF PROGRESS, INC.
JOB DESCRIPTION

JOB TITLE: Driver

RESPONSIBLE TO: Transportation Supervisor

DATE: Rev: 2/2025

FLSA STATUS

EXEMPT:

NONEXEMPT: X (typically nonexempt)

EMPLOYMENT STATUS	
REGULAR	
TEMPORARY	
VARIES	X
FULL-TIME	
PART-TIME	
VARIES	X

PRIMARY PURPOSE:

1. The primary purpose of this position is to provide transportation to our consumers in a consistently safe manner.
2. Follow Village of Progress Employee Responsibilities

SPECIFIC DUTIES:

#1 – Transporting Consumers

- Operates vehicle in a safe and responsible manner.
- Never exit the bus unless needed to load/unload a wheelchair passenger.
- Alcohol/drug usage is not permitted (includes legal marijuana and CBD's).
- Prior to employment, agrees to submit to a physical exam by the doctor of our choice and to drug testing through Midwest Truckers.
- Following successful completion of the pre-employment drug testing, thereafter is subject to random drug and/or alcohol testing determined by Midwest Truckers.
- Notifies Transportation Supervisor and Safety Director of changes in health status which would impair judgement and/or ability to drive.
- Completes a pre-trip and post-trip vehicle inspection check before **and** after each route/outing, using the forms provided. It is important for these forms to be fully and accurately completed.
- Reports vehicle maintenance needs or safety problems to the Transportation Supervisor, Facilities Maintenance Supervisor and/or VOP office staff. Also, notes the maintenance need on the pre-trip/post-trip vehicle inspection check form.
- Prior to departures, make sure to have your personal cell phone with you and the attendance sheet listing passengers who should be onboard vehicle.
- After each route/outing, walk to the back of the vehicle, checking for passengers/belongings and pressing the alarm button at rear of bus before it engages.
- Garage doors are to be **closed** at all times, even while the vehicle is out for a route/outing.
- Make sure the walk-in door to the garage is closed and locked at all times.
- After route/outing, return vehicle keys to their assigned location – **do not leave keys in vehicles**.
- When applicable, upon arrival at our site reports absences to the office and prior to departure from our site, checks transportation folder located in VOP office for possible route changes and bus updates.
- Ensure that the workers follow transportation rules.
  - ► Riders must stay in their seats.
  - ► If riders are assigned seats, they need to sit where assigned.
  - ► Passengers must wear a seatbelt.
  - ► Smoking is not permitted in the vehicle.
  - ► Only water is permitted on the vehicle.

#1 – Transporting Consumers, continued

- If the vehicle has a lift, it is to be used only by the driver and/or designated staff and only following training provided by our agency.
- If a passenger has a seizure, attend to him/her and inform VOP office as soon as possible. If before or after hours, refer to your route sheet for list of VOP emergency contacts.
  Remember:
  - ► Do not put anything into the individual's mouth
  - ► Protect him/her from injury to head
  - ► Remove his/her glasses
  - ► Loosen collar
  - ► Turn head to side following seizure
- Receives approval prior to conducting any organized activity or outing. Such approval will take into account at least the following:
  - ► Date, place, time of outing, and approximate per person costs
  - ► Names of chaperons
  - ► Means of transportation
  - ► Names of participating adults with disabilities
- Completes Defensive Driving, Passenger Assistance, and Emergency Procedures training courses as well as any other driver-related training.
- Hitchhikers are not to be picked up.
- The driver should avoid being alone with the opposite sex. For example, when possible, the first passenger picked up and the last to be driven home is to be someone of the same sex.
- Fuels their assigned route vehicle, unless otherwise planned.
- All vehicles are GPS monitored

#2 – Village of Progress Employee Responsibilities (see Employees Responsibilities description)

Performance/Workload Standards:

- Exercise the judgement necessary to drive safely in a variety of weather conditions including rain, fog, sleet, snow, ice, etc.
- Safely drive while maintaining the behavior of as many as 14 passengers.
- Provide transportation to consumers as assigned.
- Maintains and respects the confidentiality of all consumers.

PERSONNEL UNDER DIRECT SUPERVISION:
Chaperons, adults with disabilities

MINIMUM QUALIFICATIONS:
Class "D" driver's license, personal vehicle liability insurance, CPR & First Aid certified

DESIRABLE QUALIFICATIONS: (Qualifications in addition to the above)
High school diploma, experience in providing transportation services to the disabled and safe driving record.

Village of Progress Job Descriptions are guidelines. They are not intended to identify every task that an employee will be asked to do. Job Descriptions are intended to provide a general outline of the work, responsibilities and qualifications of the position. If an employee has a medical restriction that affects a duty listed in the employee's job description or functional analysis, RN must be provided with a copy of the doctor's orders annually.