

## **POSITION DESCRIPTION**

Position: Van Driver

Program: Mather Community Campus  
Reports to: Program Director

Status: Non-exempt  
Date Prepared: 08/2010

### **POSITION SUMMARY:**

The Van Driver is responsible for assuring quality service to all program participants in a compassionate and professional manner as it relates to the specific program objectives. Objectives include supportive interaction with program participants and team members, assessment of participant's needs, and performance of all work duties as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for performing daily work requirements to achieve established objectives of the department.
  - 1. Drive company provided van transporting clients to and from the program site.
  - 2. Explain program requirements and regulations to new clients and assure compliance.
  - 3. Provide emergency assistance to clients and co-workers as necessary.
  - 4. Perform maintenance tasks as needed on the van, i.e. washing, sweeping, and regular maintenance.
  - 5. Address any behavior issues that create disharmony, criminal, or otherwise non-productive behavior.
  - 6. Role model positive, professional behavior including appearance and communication with others.
  
- B. Responsible for all areas of daily program maintenance in compliance with company policies.
  - 1. Complete all necessary mileage sheets and routine maintenance reports.
  - 2. Document and notify management of client concerns, potential workflow problems and/or any exceptions to policy that can impact program security.
  - 3. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.
  - 4. Maintain a working knowledge of fire, safety, and health standards to assure a safe work environment for clients and all personnel.

### **EQUIVALENT EDUCATION AND EXPERIENCE:**

This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities. Must have a valid Class A or B Driver's License with a Bus Driver endorsement. Must have the flexibility to work irregular hours and have the willingness to function as a team member. Must be able to function both independently and in a team environment. Tact, discretion, and resourcefulness are required at all times.

**SPECIFIC SKILLS REQUIRED:**

Teamwork skills  
Oral and written communication skills  
Ability to assist other people in a compassionate manner.  
Organizational skills

**PHYSICAL REQUIREMENTS**

Lift and move up to 25 pounds  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally

**SUPERVISION EXERCISED:**

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

**This Van Driver job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_