

SYCAMORE SERVICES, INC.  
POSITION DESCRIPTION

TITLE: Van Driver

DEPARTMENT: Transportation

JOB ANALYSIS CONDUCTED: April 2002                      REVISED: February 2011

Note: Statements included in this description are the essential function of this position.  
Other non-essential functions may be assigned.

Relationship

Reports to: Director of Work Services / Transportation

Supervises: None

Other Internal contacts: Participants; other staff

External contacts: Families, Residential Providers,  
Public

Work environment: 100% Van

Scheduled work hours: mornings & afternoons – Monday thru Friday

Job Summary

Transport individuals as assigned. Ensure safety is taken while transporting participants.  
Maintain current recipient service logs. Handle emergencies while on route.

Job Qualifications

- A. 21 years of age or older.
- B. Must possess a valid driver's license and ability to obtain a public passenger chauffeur's license.
- C. Must have phone accessibility.
- D. Ability to keep accurate documentation.
- E. Knowledge of developmental disabilities preferred.
- F. Ability to lift a minimum of 35 pounds; upper body leverage strength required.
- G. Must have clean driving record.

## Essential Functions

- A. Transportation
  - 1. Transport assigned participants.
  - 2. Transport only authorized rides for all programs.
  - 3. Drive extra trips designated and approved by supervisor.
  - 4. Fill gas tank as instructed and remit charge receipt to supervisor.
  - 5. Maintain current and up-dated route sheets and emergency medical information in secure location in vehicle.
  
- B. Safety
  - 1. Observe all safety precautions and requirements in driving the vehicles as required.
  - 2. Maintain certification in all health and safety courses required to meet funding and accreditation standards and agency policy.
  - 3. Ensure that the vehicle is not left unattended except in the case of an emergency.
  - 4. Ensure that the engine is not running if, at any time, the van is left unattended.
  - 5. Complete daily vehicle inspections.
  - 6. Immediately report all mechanical problems and any maintenance or repair needs to supervisor.
  
- C. Emergencies
  - 1. Handle emergencies which may develop, such as accidents, sickness, motor failure, blow outs, etc.
  - 2. Report accidents immediately to the proper authorities as well as to the supervisor.
  
- D. Sycamore Services Team
  - 1. Attend in-service programs designed to develop better driving skills, improve knowledge of developmental disabilities or other training pertaining to job related information.
  - 2. Perform other duties as assigned.
  - 3. Promote and uphold the agency mission statement.
  - 4. Promote sense of team through mutual respect and assisting co-workers as needed.

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Approved

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Date