

Services To Enhance Potential

2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

Van Driver

QUALIFICATIONS

- Education:** High School Diploma or G.E.D. or equivalent
- Experience:** One year working with persons with a disability preferred.
- Licensure:** Valid Michigan License with a Chauffeur endorsement
Approval of STEP's Insurance Carrier
- Status:** Non-Union, Non – Exempt (Limited Part Time)

PRINCIPAL FUNCTION:

Transport consumers between STEP facilities and external destinations. Oversee the loading and unloading of consumers at all sites transporting to and from.

DUTIES AND RESPONSIBILITIES

Essential Functions:

- A. Perform daily inspection of the vehicle. Provide for and maintain a record of vehicle maintenance. Turn in at month's end.
- B. Advise Supervisor of needed vehicle maintenance and follow established vehicle maintenance schedule.
- C. Assist in the preparation of the daily schedule of pickup, including consumer Demographic Information, and execution of scheduled transport.
- D. Maintain a daily passenger attendance log and ensure passenger return to "home" destination. Turned in on a daily basis.
- E. Maintain a current vehicle emergency folder.
- F. Pickup and transport consumers between homes and worksites to and from STEP managed sites. Establish and maintain positive working relationship with all STEP's consumers, caregivers, customers, vendors, and donors.
- G. Oversee the safe loading and unloading of passengers, materials and supplies.
- H. Ensure that the correct seatbelt usage and wheelchair tie down procedures are followed by all passengers.
- I. Immediately report any accidents, incidents, complaints, and injuries following established STEP Policy and Procedures.
- J. Maintain appropriate order and discipline on the vehicle.
- K. Ensure secure parking and storage of the vehicle.

- L. Keep the vehicle's interior and exterior clean and neat.
- M. Assume responsibility for the safe operation of vehicles and equipment.
- N. Ensure the safe delivery of all passengers.
- O. Maintain and submit a trip log on a scheduled basis.
- P. Ensure conformance to MDOT, OCH, DWIHN, Medicaid and CARF standards.
- Q. Provide personal care assistance for persons receiving services as needed.
- R. Adhere to all STEP policies and procedures.
- S. All other tasks assigned by STEP management.

Marginal Functions:

- A. Participate on STEP's committees as assigned.
- B. Participate in the ongoing growth and development of STEP through attendance and participation in staff and other meetings and committees.
- C. Represent STEP in the community and provide information regarding programs and services.
- D. Assume any other duties and responsibilities as assigned by the supervisor.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

REPORTS TO:

Resource Center Site Manager

SUPERVISES:

TECHNICAL ASSISTANCE RECEIVED: RC Site Manager

Date Effective: 8/03/2020

Date Reviewed:

6/26/19, 8/03/2020

Date Revised:

8/03/2020

Employee Signature

Date

Printed Name

Attachment Physical Efforts/Environment Checklists

Van Driver

Job Position:

Physical Effort	Essential YIN	Rare 0- 30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

Hand Movement	y			X	
Repetitive Motions	y	X			
Grasping	y		X		
Holding	y		X		
Finer Dexterity	y	X			
Reading	y		X		
Writing	y		X		
Eye-Hand Coord.	y			X	
Vision	y				X
Color Discrimination	y				X
Prepare/Analyze Figures Visual	N				
Inspection Meas./Assm. close to eye	y		X		
Skilled Trades	N				
Hearing	y		X		
Talking	y		X		
Standing	y		X		
Sitting	y				X
Walking	y		X		
Lifting	Y				X
0-30 lbs.	Y				X
30-60 lbs.	Y				
60-90 lbs.	Y		X		
90 plus lbs.	y		X		
Pushing/Pulling	y			X	
Climbing	Y			X	
Stairs Ladders	Y			X	
Bending	y			X	
Squatting	y			X	
Crawling	N				
Reaching	y				X
Others					

Work Environment	Essential Y/N	Rare 0-30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

Driving	y				X
Car/Truck	y				X
Standard/Automatic	y				X
Mower/Forklift	y	X			
Location					
Trees	N				
Air Vent	N				
Roof	N				
Equipment/Machines	y				X
Heights	y		X		
Roofs	N				
Ladders	y		X		
Step Stools	N				
Scaffolds	N				
Nights/Dark	y		X		
Extreme Noise Levels	y	X			
Extreme Temperatures	y	X			
Inside	y		X		
Outside	y		X		
Ventilation Conditions					
Dust	y		X		

QAA: 06/26/19