

## **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.

### **TRUCK DRIVER/SKILLS TRAINER**

#### **QUALIFICATIONS**

- Education:** High School Diploma or G.E.D.
- Experience:** Driving long wheel-based vehicles, manual transmission, stock handling.
- Licensure:** Valid Michigan Chauffeur Driver License , Powered Medical Examiners Certificate (Motor Carrier Safety Regulation 49CFR 391.41 through 391.49).  
Approval of STEP's Insurance Carrier
- Status:** Union, Non – Exempt

#### **PRINCIPAL FUNTION:**

Transport donated items and other materials from donors to the stores. Transport goods between Services To Enhance Potential (STEP) customers and STEP Resource Centers. Load and unload. Act as skills trainer at the stores.

#### **DUTIES AND RESPONSIBILITIES**

##### **Essential Functions:**

- A. Perform daily inspection of tractor and trailer, vehicle or truck. Provide for and maintain a record of vehicle maintenance, for each tractor and trailer used.
- B. Assist in the preparation of the daily schedule of pickup and delivery of contract work, supplies, and donations.
- C. Pickup and deliver contract work, supplies, and donations. Establish and maintain positive working relationships with all STEP's customers, vendors, and donors.
- D. Load and unload materials and supplies, located in designated areas of the workshop, customer plant, or donation site.
- E. Assume responsibility for the safe operation of vehicles and equipment.
- F. Ensure the safe delivery of all goods under assignment.
- G. Maintain and submit a trip log on a scheduled basis.
- H. Immediately report any accident to Agency management.
- I. Ensure conformance to DCH, DWIHN, Medicaid, and CARF standards.
- J. Complete section 1 of the Vocational Skills Assessment for assigned individuals in group during the annual person-centered planning meeting.
- K. Recommend and implement service goals and objectives in skill building, volunteer sites, classroom, community or worksite.

Truck Driver/Skills Trainer, continued

- L. Maintain daily data collection sheets indicating progress on goals/objectives related to skills training. Submit sheets and payroll on a timely basis. Prepare and submit all required records, documents and reports on a timely basis.
- M. Implement behavior modification plans, as described.
- N. Maintain a personal vehicle for use in performing job duties.
- O. Provide personal care assistance for persons receiving services as needed.
- P. Adhere to all STEP policies and procedures.

**Marginal Functions:**

- A. Participate on STEP's committees as assigned.
- B. Coordinate and supervise student educational field placements, volunteers, trainees, and aides.
- C. Participate in the ongoing growth and development of STEP through attendance and participation in staff and other meetings and committees.
- D. Represent STEP in the community and provide information regarding programs and services.
- E. Identify and promote opportunities for employment, volunteer and community experiences.
- F. 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:** Regional Retail Sales Manager

**SUPERVISES:**

**TECHNICAL ASSISTANCE RECEIVED:** Director of Manufacturing

Date Approved:

Date Effective: 5/21/2012

Date Reviewed: 5/21/2012, 10/16/2014, 01/31/2018, 3/7/2022, 6/23/2023

Date Revised: 3/7/2022

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Employee Signature

\_\_\_\_\_  
Date

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Printed Name