



## POSITION DESCRIPTION

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**Title:** Transportation Worker

**Department:** Vocational

**Reports To:** Transportation Coordinator

**MISSION:**

The mission of this position is to be responsible for the safe transport of clients and for the safe operation of the vehicle assigned.

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**ESSENTIAL FUNCTIONS:**

1. Work appropriately with the Transportation Coordinator in developing bus schedules and routes.
2. Follow bus schedules and routes explicitly. Is punctual. Routes should not be varied without prior approval of the Transportation Coordinator.
3. Insure safe boarding and disembarking of clients on the bus as necessary. Transport clients in a manner that insures the safety and well being of clients at all times.
4. Obtain approval of the Transportation Coordinator **before** using the vehicle for any reason other than regular daily bus schedule.
5. Perform duties related to maintenance, safety and cleanliness of assigned vehicle, including obtaining inspection sticker and transporting vehicle for service.
6. Maintain daily vehicle log, monthly vehicle trip summary log, and the vehicle maintenance/operating expense record. Complete all paperwork/accurately and submits on schedule.
7. Update emergency log book in bus when a new client is admitted
8. Call police department, Transportation Coordinator and the Vocational Director in the event of either of a major or minor accident. Notify ambulance service immediately if necessary.
9. Utilize two-way radio as needed.

10. Maintain current Chauffeur's License and submits renewals to Human Resources for updates to personnel file. Maintain a good driving record and good health to meet insurance requirements.
  11. Adhere to the philosophy of Options, Inc. and comply with all policies and procedures.
  12. Other related job duties as assigned.
  13. Environment could be noisy at times, with possibility of client profanity. Some clients have dual diagnosis, mental retardation, and mental illness- must be able to work with both.
  14. Maintain and protect the confidentiality of information relating to clients and employees.
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#### **REQUIREMENTS:**

1. High school diploma or demonstrated proficiency in math, reading, and writing.
2. One year experience in working with persons with mental retardation and/or developmental disabilities in a manner that will facilitate their growth, development, and self esteem.
3. Possesses a good driving record and a valid Chauffeur's or CDL license, with a minimum of three (3) years driving experience.

#### **OTHER REQUIREMENTS:**

- High School graduate with 1 year experience working with people with disabilities
  - Three to five years work experience
  - MVR background check (good driving record) & Clear Criminal Background
  - Valid chauffer's or CDL driver's license
  - Vehicle liability insurance
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#### **PREFERRED:**

- Two years of driving experience on a community or school bus.
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**ACKNOWLEDGEMENTS:**

I have read the above job description and understand the requirements of this position. I have also read the Mission Statement of OPTIONS, Inc. and agree to conduct myself in a manner that is consistent with its Principles and Values and fosters dignity and respect for all clients.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Director

\_\_\_\_\_  
Date