

Lee County Council on Aging

Transportation – Driver Job Description

Supervisor: Assistant Director for Lee-Ogle Transportation System

Position: Driver

Position Summary: Assisting seniors, disable and the general public to arrive at their destinations.

Duties:

- Valid Illinois Driver's License and 21 years of age
- Excellent customer service
- Client focus
- Treat the client with dignity and respect
- Operates vehicle in a safe and courteous manner
- Maintains defense driving
- Operates ramps, lifts and secure devices as needed
- Reads and interprets maps and driving directions
- Maintains accurate records on trip sheets, customer transportation forms
- Maintains vehicle maintenance forms , fuel purchase, incident reports, accident reports
- Responds immediately to accident or medical emergencies by notifying emergency response providers and rendering First Aid until emergency personnel arrives
- Performs such other duties as may be required

Qualifications: Ability to drive a multi-passenger vehicle safely and appropriately, including the ability to read and interpret road signs and maps; adhere to the rules and regulations of the Federal Transit Administration and the United States Department of Transportation. The ability to communicate effectively orally and in writing. The ability to prepare concise and accurate reports. The ability to recognize vehicle maintenance needs. The ability to administer First Aid and CPR. Must be able to lift up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently; and /or 20 pounds of force constantly to move objects, and pass the company physical exam.

All drivers must be able to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, and complete repetitive motions. This work is subject to inside and outside environment conditions. Work is subject to noise that may cause them to shout. This work may require worker to do first aid duties which may cause exposure to body fluids.