

JOB POSITION DESCRIPTION

EMPLOYEE NAME: _____ DATE OF HIRE: _____

POSITION:	Driver						
SUPERVISED BY:	Program Director/Operations Supervisor						
POSITION/INDIVIDUALS SUPERVISED:	None						
INTERRELATIONSHIPS:	All Staff						
POSITION PURPOSE:							
The transportation of clients to and from treatment facilities, housing, and various needs within the community, ensuring a safe and professional experience.							
POSITION REQUIREMENTS/QUALIFICATIONS							
1. EDUCATION:	Graduation from High School or GED						
2. EXPERIENCE:	None required						
3. LICENSURE/CERTIFICATION:	Maintains current CPR certification						
4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:	Good communication skills Clean driving record Valid Driver's License						
5. AGE SPECIFIC INDIVIDUALS SERVED/ RESPONSIBILITY:	Adults						
6. SECURITY MEASURERS AND CLEARANCE:							
7. EMPLOYEE CLASSIFICATION:	Non-Exempt						
WORKPLACE ENVIRONMENT							
1. ENVIRONMENTAL CONDITIONS:	Position requires work in a temperature controlled environment; 80%-90% of the time spent indoors.						
2. MACHINES/EQUIPMENT USED:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Computer</td> <td style="width: 50%;">Calculator</td> </tr> <tr> <td>Fax Machine</td> <td>Copy Machine</td> </tr> <tr> <td>Telephone System</td> <td>ID Camera</td> </tr> </table>	Computer	Calculator	Fax Machine	Copy Machine	Telephone System	ID Camera
Computer	Calculator						
Fax Machine	Copy Machine						
Telephone System	ID Camera						

3. PHYSICAL & MENTAL DEMANDS:	PHYSICAL DEMANDS				
	Physical Tasks	0-25%	26-50%	51-75%	76-100%
	Standing		X		
	Walking		X		
	Bending	X			
	Crouching	X			
	Carrying	X			
	Pushing	X			
	Pulling	X			
	Sitting				X
	Reaching	X			
	Reading				X
	Driving				X
	LIFTING/LOWERING				
Light (1-20 lbs)		X			
Medium (21-50 lbs)		X			
Heavy (51+ lbs)	X				
MENTAL DEMANDS					
Psychological	High	Medium	Low		
Mental Stress		X			
Work with Others		X			
4. JOB CATEGORY STANDARD PRECAUTIONS:					
5. PERSONAL PROTECTIVE EQUIPMENT:	None				
6. POTENTIAL WORKPLACE HAZARDS:	Normal Workplace Hazards				
7. POTENTIAL WORKPLACE VIOLENCE:	Low Risk Level				
SPECIFIC AREAS OF RESPONSIBILITY TO POSITION					
<ol style="list-style-type: none"> 1. Transportation of clients to and from various locations within Our Company facilities and scheduled community outings. 2. Any other duties required by supervisor. 					