



VAN DRIVER/ESCORT
Job Description

DUTIES: Under the supervision of the Executive Director, the driver shall:

1. Pick up clients at home and transport them to and from River House Adult Day Center in a timely manner. All clients should be walked to and from their doors and helped on and off the van.
2. Assist the Executive Director in keeping accurate mileage records, client attendance records, gasoline usage, and maintenance reports.
3. Provide for the safety and comfort of clients on van.
4. Follow emergency procedure when clients become ill or in case of accident.
5. Report all accidents to police and to Executive Director.
6. Keep vehicle clean outside and inside and free of clutter. Windows must be clean and dashboard free of clutter.
7. Assist Health Team in bringing clients into and out of River House.
8. Take all necessary precautions/safety measures in inclement weather conditions including clearing vehicles.
9. Maintain contact with Executive Director, as needed.
10. Be able to maneuver wheelchair clients (up to 300 lbs.) on and off van safely.
11. Read and follow a GPS to find new locations.
12. Agree to drug and alcohol testing and sign and follow policy.
13. In case of absence or lateness, drivers should call as early in the morning as possible to supervisor. When a driver needs time off for vacation or personal time, a request for time off must be made to the Executive Director.

QUALIFICATIONS: Current Driver's License. Training and/or experience and interest in working with the frail elderly. High School graduate preferred. Previous professional driving experience desirable. Excellent driving record required. Must be able to lift a minimum of 100 lbs. And push a wheelchair carrying a 300 lb. person. Must be able to follow a GPS mapping system.

Name

Date

Part-time, 20 hours per week

To learn more information and apply for this role, please Teri Fronzi, Office Manager:
tfronzi@theriverhouse.org

