



## **JOB DESCRIPTION**

### ***DRIVER***

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Drivers ensure the safe and timely transport of clients to/from designated location. Drivers assist all passengers to board/de-board vehicles and ensure all wheelchairs are secured and passengers are wearing safety belts during transport. Drivers conduct pre and post trip inspections and report any matters needing repair or maintenance. Drivers complete all vehicle and route documentation as required to include consistent use of the data management system. Drivers comply with State, Federal, and agency requirements. Drivers are supervised by the Transportation Manager.

### ***JOB FUNCTIONS***

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#### **Client & Staff Relations**

- Respects and advocates for client rights.
- Communicates respectfully and fosters cooperative relationships with SECOH clients, their support networks, staff, vendors, and affiliates.

#### **Vehicle Operation & Maintenance**

- Maintains awareness of and complies with State, Federal, and agency requirements.
- Maintains an awareness of the mechanical and physical condition of assigned vehicles to ensure safe and efficient operation of the vehicles.
- Conducts pre and post trip vehicle inspections and reports defects to supervisor.
- Provides assistance to staff and clients during the embarkation and debarkation of vehicles.
- Ensures all passenger wheelchairs are secured and passengers are wearing safety belts.
- Drives passengers to and from approved destinations.
- Cleans vehicle exterior and organizes vehicle interior.
- Reports vehicle repair and maintenance concerns to supervisor.
- Completes all required paperwork/electronic documentation as required.
- Submits expense receipts to supervisor as expected.

#### **Other Job Functions**

- Participates in transportation meetings and training with supervisor, directors, and colleagues.
- Discusses staffing and transportation matters with supervisor to seek change, support or resolve.
- Performs other activities as directed by the Transportation Manager.

### ***STATUS & WORK HOURS***

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Full-time; non-exempt (30 or more hours) Tuesday through Saturday based on routes and service needs.  
Part-time, non-exempt (20 or more hours) Tuesday through Saturday based on routes and service needs.

JOB DESCRIPTION: DRIVER (EFFECTIVE 1 2021)

***IMMEDIATE SUPERVISOR***

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Transportation Manager

***POSITIONS SUPERVISED***

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None

***MINIMUM EDUCATION & EXPERIENCE***

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High School Diploma                  Six month driving experience preferred

***KNOWLEDGE, SKILLS, & ABILITIES***

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Demonstrated high school level verbal and written communication skills. Demonstrated ability to work cohesively with others. Demonstrated ability to multi-task and complete tasks independently once direction is provided. Knowledge of best practices principles in supporting people with disabilities preferred.

***EMPLOYMENT REQUIREMENTS***

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Current TB Clearance	Current CPR & First Aid Certification
Current Valid Hawaii Driver's License	*Current State of Hawaii Traffic Abstract
Current Protective Services Central Registry Check	Current Criminal Conviction Record Check
Pre-Employment Drug Test	

Proof of identification or legal authorization to work in the U.S.

*\*State of Hawaii Traffic Abstract will be retrieved at minimum annually. Authorization to drive is based on a review of the abstract and internal driving related policies.*

***WORKING CONDITIONS & PHYSICAL/MENTAL DEMANDS***

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Indoors and outdoors. Exposure to blood borne pathogens requiring personal protective equipment may occur during the course of direct service provision. Job requires light physical effort as part of regular work routine, such as frequent standing, walking, lifting and carrying of lightweight materials.

*The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position. Employment with SECOH is voluntarily entered into, and employment relationship at will at any time, with or without notice or cause, consistent with applicable federal and state law.*

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Employee Name (Printed)

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Employee Signature

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Date

File: Personnel File

Copy: Employee