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| **Van Driver** | | | | | | |
| Department: | Human Services | | Hours: | | Part Time –  20 hours or less | |
| Supervision Received: | Project Friends Coordinator | | Union Status: | | Non-Union | |
| Supervision Exercised: | None | | FLSA | | Non-Exempt | |
| Last Revision: | 08/2018 | |  | |  | |
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| Job Description | | | | | | |
| The Van Driver provides transport to and from three local housing units to local grocery stores for elders and individuals with disabilities.  Essential duties and responsibilities:   * Provide “as-needed “transportation to individuals in aforementioned housing units to utilize the Coventry Community Food Bank. * Report any issues or concerns of vehicle condition or client needs to designated Human Services Staff. * Provide transport to any destination assigned by designated Human Services staff.   **Education and experience:**   * High School diploma or equivalent is required. * Must demonstrate an ability to work with adults, elders, and people with varying levels of disability. * Possess a current Driver’s License * Able to pass a BCI check with no moving violations * Working knowledge of emergency medical techniques and willing to be CPR certified and maintain status of the certification. * Ability to use maps or written instructions to locate destination of clients so as to transport in a timely manner. * Able to complete a vehicle check as directed by designated Human Services supervisor. * Practice respect for all individuals that utilize our transportation * Practice safe driving techniques at all times.   *I have reviewed and understand the above job description.* | | | | | | |
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| *Signature of Recipient* | | | |  | | *Date* |