|  |
| --- |
|  **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 |  |  |
|  |  |
| 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.* |
|  |  |  |  |
| *Signature of Recipient* |  | *Date* |