



SOUTHWEST RIDES PROFESSIONAL SHUTTLE DRIVER JOB DESCRIPTION

AS-NEEDED, NON-EXEMPT, PTO, NO MEDICAL BENEFITS

Job Title: Shuttle Driver for SWR

Reports To: Transportation Manager

Location: 3473 Main Ave. Durango, CO 81301

Position Description: The Professional Driver provides door-to-door, assisted transportation services. They are responsible for transporting riders with a variety of disabilities, including physical, mental and developmental, to and from appointments in company owned vehicles. Driver is responsible for timely arrival to all of these appointments. Drivers must be organized, efficient and professional at all times. The driver will report directly to the Transportation Manager.

Responsibilities: include the following. Other duties may be assigned by supervisor.

- Drivers will get out of the vehicle and assist the client from the client's door to the vehicle. From the vehicle to the door of the client's destination. The driver will assist clients with their groceries from the shopping cart to the vehicle and from the vehicle to the client's door.
- We have a 25-pound lifting limit. If the client purchases anything heavier than 25 pounds, they will have to handle the bag themselves.
- Drivers are to wear their seat belts at all times. Drivers are to assist clients with the seat belts if needed, make sure all clients wear their seat belts until the vehicle comes to a complete stop.
- Drivers will secure all mobile devices (scooters and wheelchairs) properly, and will assist clients with the seat belt.
- Drivers are to keep the vehicles clean, inside and outside.
- Paper work must be completed correctly daily, as required by the Transit Manager and Dispatcher in accordance with to grantors requirements for reimbursements.
- Request for time off, must be submitted at least 2 weeks in advance.
- Drivers must follow all rules and regulations set forth by Colorado Department of Transportation and other grantors.
- Drivers may be required to work early mornings, evenings, nights and weekends based on the needs of the riders.
- Will be working independently and professionally with people who are ambulatory and non-ambulatory.

- The driver is responsible for maintaining rider confidentiality and protecting rider medical information according to HIPPA standards.
- Will need to familiarize one's self with the Southwest Rides and SWCI structure and mission statement.
- Will be responsible for maintaining ongoing communication with route dispatcher.
- Will need to obtain Medicaid verification forms from qualified riders for each appointment.
- The driver will be responsible for reviewing manifests the day prior to travel so that preparations with the vehicle can be made.
- Will need to report to work in line with the daily manifest.
- Will be expected to maintain a neat and clean appearance; business casual dress code to be adhered to.
- Will be responsible for operating wheelchair lift.
- Will be responsible for doing daily vehicle checks, cleaning vehicles as needed, restocking vehicles as needed, fueling as needed and communicating all maintenance needs to the Transportation Specialist.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

- **Project Management** - Ability to keep on schedule.
- **Technical Skills** -Must have a valid driver's license and knowledge of how to do a vehicle inspection, and know when a vehicle needs maintenance. Drivers must do pre and post vehicle inspections.
- **Customer Service** - Must be courteous to clients and other employees and treat them with respect.
- **Interpersonal** - Maintain confidentiality.
- **Team Work**- Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly.
- **Quality Management** - Looks for ways to improve and promote quality in our service.
- **Consciousness** - Must be conscious of surroundings and unusual behavior of clients.
- **Innovation** - Share ideas of how to improve our services with supervisors.
- **Planning/Organizing** - Uses time and resources efficiently.
- **Safety and Security** - Observes safety and security procedures.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** Must have at least 5 years of driving experience and high school education or equivalent.
- **Language Ability:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine accident/incident reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- **Math Ability:** Ability to calculate figures and time sheets correctly.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving the behavior of clients on your vehicle.
- **Computer Skills:** Basic computer skills.
- **Certificates and Licenses:** Must have a valid Colorado Driver's license and a clean driving record.
- **Supervisor Responsibilities:** This job has no supervisory responsibilities.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee, will be exposed to outdoor weather conditions. Employees may be expected to drive in adverse weather conditions. The work environment can be demanding.
- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Pass a federal and Colorado background check with a fingerprint screening.
- Ability to pass pre-employment and random drug and alcohol screenings.
- Must possess or be able to obtain First Aid AED certification.
- Must possess or be able to obtain a DOT physical card.
- Must possess a geographic knowledge of La Plata County.

USE OF THIS JOB DESCRIPTION THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts SWR's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

Print Name: _____ Date: _____

Signature: _____

Job Requirements

Physical Requirements:

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| <i>Check if essential to perform the job:</i> |
| X Sit or Stand (stationary position) |
| X Walk (move or traverse) |
| X Climb (stairs or ladders) or balance (ascend/descend, work atop, traverse) |
| X Stoop, kneel, crouch, or crawl (position self, move) |
| X Pushing or pulling |
| X Reaching |
| X Repetitive motion |

Lifting Requirements:

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| <i>Check if essential to perform the job:</i> |
| <input type="checkbox"/> Sedentary Work —Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met. |
| <input checked="" type="checkbox"/> Light work —Exerting up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that. |
| <input type="checkbox"/> Medium Work —Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |
| <input type="checkbox"/> Heavy Work —Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| <input type="checkbox"/> Very Heavy Work —Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects. |

Equipment and Tools:

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| <i>Check if use is essential to perform the job:</i> |
| <input checked="" type="checkbox"/> Technology —Use of computers, Microsoft Suite, and/or external databases, printers, fax, email, and/or smart phones, and/or smart television technology |
| <input checked="" type="checkbox"/> Company Vehicle —Use of staff vehicle and/or SWR vehicle |
| <input checked="" type="checkbox"/> Reliable Transportation —Use of reliable transportation |
| <input type="checkbox"/> Other (list) — |

Print name: _____

Date: _____

Signature: _____