

## JOB DESCRIPTION

**TITLE:** Transportation Class B Driver (Monday-Friday, 7:00 am – 3:30 pm)

**STATUS:** Full-time/At-will

### SUMMARY OF THE JOB:

Under the general supervision of the Maintenance Supervisor, the Transportation Class B Driver is responsible for transporting clients with developmental disabilities to and from their destination in Peppermint Ridge buses in a safe and timely manner while following Ridge policies and procedures and in accordance with California Drivers Code regulations.

### QUALIFICATIONS:

1. High School Diploma, or GED preferred.
2. One to two years' experience transporting people with developmental disabilities preferred, but not required.
3. Must possess a valid Class B California driver's license with passenger endorsement and must maintain license. Must have a driving record that meets the Motor Vehicle Operating Standards and Peppermint Ridge driving requirements that meets insurance standards.
4. VDDP certificate must be obtained for position.
5. Must be willing to complete and pass a personal background investigation conducted by the State of California and must meet California Community Care Licensing and Department of Health standards for employment according to Title 22 and 17.
6. Must possess basic knowledge of the English language written/verbal and computer operation.
7. Must be willing to complete and pass a health screening physical examination that includes a drug and alcohol screen, TB screen, 50 lb. lift test and lumbar x-ray.
8. Assisting clients during transportation requires lifting, pulling, tugging, twisting and bending at the knees.
9. Must be capable of obtaining CPR and First Aid Certification cards.
10. Must be capable of taking and obtaining Non-Violent Physical Crisis Intervention (CPI) card.
11. Must be willing to work with a culturally integrated workplace and be willing to respect human differences based upon race, age, handicap, religion, sexual orientation, political persuasion, place of origin, color, or any other condition that distinguishes people from one another.
12. Must be willing to work possible other shifts as needed. Able to work extra hours, or stay on shift during emergencies.

### **DUTIES AND RESPONSIBILITIES OF CLASS B TRANSPORTATION DRIVER:**

1. Class B Transportation Driver operates multi-passenger van specially equipped handicap bus, or any Ridge vehicle. Transport ambulatory and non-ambulatory clients to and from their day programs and other scheduled stop/pick-up areas.
2. Refuels vehicles as needed and performs general daily safety inspections at the start of each shift.
3. Reports any mechanical problems or issues directly to Maintenance Supervisor.
4. Reviews route schedule with supervisor as needed.
5. Completes mileage logs daily for client pick-up and drop-offs.
6. The Driver will actively help each client into and out of the bus.
7. The Transportation Driver will follow all California Department of Motor Vehicle laws and regulations at all times. Peppermint Ridge is not responsible for payment of tickets, fines, or penalties incurred by any employee at any time according to the Ridge Vehicles policy.
8. Load and tie down wheelchairs and unload wheelchairs.
9. Maintain cleanliness of inside and outside of vehicle daily with sanitizing grab bars, seating, etc. weekly and/or daily.
10. Must keep Class B license current and maintain a good driving record. Infractions, violations, or accidents may be deemed excessive by the Peppermint Ridge insurance carrier which may result in the revocation of authorization to drive. A conviction for driving under the influence of drugs or alcohol is considered a violation of the law and must be immediately reported to the Administrative Services Manager according to the Driving Authorization and Reimbursement policy.
11. Report any accidents that occur while conducting Ridge transporting and/or business. Complete the Auto Claim form and report the accident to the Maintenance Supervisor.
12. Report any client's issues, special incidents and/or accidents directly to your supervisor. Complete the Observation Report and provide a copy to the Maintenance Supervisor and Facility Manager immediately after the event occurs.
13. Assist in preventive maintenance checks and repairs on equipment as required.
14. Reports employee on the job injuries/accidents, no matter how slight to your Maintenance Supervisor and Human Resources immediately.
15. Attends in-service training and staff meetings when required.
16. Report Safety and Maintenance issues in the workplace to your Facility Manager.
17. Performs other duties as assigned.

**ACKNOWLEDGEMENTS AND EMPLOYMENT AGREEMENTS**

I hereby certify that I possess all of the “Essential Requirements” of the job outlined in the job description for the position of the Transportation Class B Driver except as noted here.

None

Or please specify any exception:

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I hereby certify that I am fully capable of completing all of the responsibilities documented within the job description and that I do not have a physical or mental disability that would require a special job accommodation, or that would jeopardize the health and/or safety of clients and my co-workers during the course of my employment in this position.

OR If an accommodation is required, please specify:

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I hereby certify that I understand that this job description is not intended to be all-inclusive, and that I am expected and hereby agree to perform other job-related tasks properly assigned to me by my supervisor. I clearly understand and agree that the Agency has a legal right to revise or change this document in part or in total as business needs dictate. I understand and fully agree that this job description does not constitute a written or implied contract for employment and that my employment relationship with the Agency is “at-will” for an unspecified duration and may be terminated at any time by me or the Agency as specified by Section 2922 of the California Labor Code.

If hired as a non-regular employee (on-call), I understand that I am not guaranteed any number of hours per week, nor am I guaranteed any work at all. I am expected to be available to work the hours I have submitted that I am available and to come to work on time and leave at the scheduled time. The Agency will respect the limits of my availability and shall not punish me for not being available outside the hours of my stated availability. The Agency may stipulate I be available a minimum number of hours.

I also understand that the Agency schedules non-regular staff based on special circumstance need and reserves the right to match an employee to the specific special circumstance(s).

Print or Type Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_