KREIDER SERVICES, INC.

Job Description

Job Title: Substitute Lots DriverPrepared by: Director of Buildings & Grounds

Department: Maintenance Prepared Date: 7/11/14

Reports to: Transportation Supervisor Revised Date:

FLSA Status: Non-Exempt Approved By:

Pay: $10.32 Approval Date:

OUR MISSION

Provide meaningful supports to people with intellectual and developmental disabilities in

Northern Illinois.

OUR VISION

People reaching their fullest potential by having meaningful opportunities to live, work and participate in their community.

OUR VALUES

\* Mission Driven \* Respectful Interactions

\* Teamwork \* Commitment to Excellence

\* Accountability \* Stewardship

\* Creativity \* Innovations

\* Ethical \* Promote Safe Environments

\* Customer Service \* Celebrating Success

PHILOSOPHIES THAT GOVERN THIS JOB

* We are client focused
* We pursue the capabilities of each individual
* We teach appropriate choice and independence
* We provide an atmosphere free of discrimination, abuse and neglect
* We treat individuals with dignity and respect.
* We promote an atmosphere of learning

ESSENTIAL JOB DUTIES

Operates assigned vehicle in a safe and courteous manner; maintains defensive driving; provides a communication link between customers and staff; assists passengers, including handicapped, in and out of the vehicle; operates ramps, lifts and secure devices as needed; reads and interprets maps and driving directions; maintains accurate, up-to-date records on trip sheets, customer transportation forms, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management; fuels the assigned vehicle(s); responds immediately to accident or medical emergencies by notifying emergency response providers, and rendering First Aid until emergency personnel arrive; serves as a positive role model while providing transportation service. Performs such other duties as may be required.

QUALIFICATIONS

Ability to drive a multi-passenger vehicle safely and appropriately, including ability to read and interpret road signs;  ability to read, understand, and adhere to the rules and regulations of the Federal Transit Administration and United States Department of Transportation; ability to communicate effectively orally and in writing; ability to establish effective professional relationships with customers and co-workers; ability to prepare concise and accurate records and reports; extensive knowledge of the operations and features of assigned vehicle(s); ability to recognize vehicle maintenance needs; skilled in reasoning skills to interpret policies and procedures, maps, and route directions; and ability to administer First Aid and CPR. Must be at least 21 years of age, able to pass the company physical requirements.

PHYSICAL DEMANDS

Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 lbs of force frequently, and/or up to 20 lbs of force constantly to move objects. Must be able to climb, balance, stoop, kneel, crouch, reach stand, walk push, pull, lift, finger, grasp, complete repetitive motions and communicate effectively. This work is subject to inside and outside environmental conditions. Work is subject to noise that may cause them to have to shout. Worker may be exposed to body waste products. This work may require worker to do first aid duties which may cause exposure to body fluids.

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.