

ELEMENT CARE JOB PROFILE

TITLE: Van Driver
JOB FUNCTION: Transportation

UPDATED: 4/18/25
FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

The Driver is responsible for driving and transporting participants around the community and to medical appointments as needed.

ESSENTIAL RESPONSIBILITIES:

- Transports participants around the community, to and from medical appointments and other outside appointments, as necessary.
- Assists participants to and from the van for all pickups and drop offs.
- Uses preventative measures to maintain vehicles' interior and exterior on a consistent basis to ensure safe transportation.
- Notifies the Director immediately of any incidents out of the ordinary, client injuries, client falls, or accidents.
- Works with Supervisor of Drivers to identify specific needs of each participant.
- Removes snow around surrounding area of vans during the winter months to ensure client safety and the safe operation of the van.
- Assists the Day Care Center Staff with local activities and other duties, as needed.
- Ability to pass a fit test. Position may include duties that require wearing a face mask where a seal is critical. Incumbent may be required to not have facial hair that interferes with a tight seal of the respirator.
- Performs other duties as requested.

JOB SPECIFICATIONS:

- Valid state Driver's License from the state of residence
- Minimum 5 years of safe driving experience
- Must be able to pass a DOT Physical and DOT mandated driver training
- Able to become CPR certified
- Able to physically move and maneuver participants in a wheelchair
- Must be a responsible, flexible team player with good communication and interpersonal skills
- Ability to push patients in wheelchair

Name printed

Signature

Date