

**CRAWFORDSVILLE PARKS & RECREATION DEPARTMENT  
CITY OF CRAWFORDSVILLE**

**JOB DESCRIPTION**

**JOB TITLE:** Part-time Driver Sunshine Vans

**REPORTS TO:** Director of Senior Programs and Transportation

**GENERAL RESPONSIBILITIES**

All employees of the City of Crawfordsville are responsible for conducting themselves in a professional manner while performing their duties efficiently and conscientiously, for working safely, and for maintaining good housekeeping. Each employee is responsible to cultivate good public relations and to ensure the highest possible quality of their work in the performance of assigned duties. All employees are responsible to follow the Sunshine Vans Policy and Procedure guides and respect confidentiality at all times with clients and communication devices.

**SPECIFIC RESPONSIBILITIES**

The Sunshine Vans is responsible for the transport of individuals 60 years old and/or disabled. The Sunshine Van Driver is responsible for operating a motor vehicle transporting passengers in a safe and courteous manner in compliance with RTAP (Rural Transit Assistance Programs) training procedures and follow the policies of Sunshine Vans. The Driver will maintain a current driver's license for the state of Indiana and be able to handle wheelchair clients. This individual must respect confidentiality at all times with clients and communication devices by following the Sunshine Van Policy and Procedures Manual. This individual shall cooperate and coordinate with other staff members, collaborating with them to help promote a more effective work environment.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**DAILY PROCEDURES**

- Safely operate several models wheelchair vehicles.
- Maintain the vehicle inspection form check list daily.
- Maintain clean vehicles both inside and outside.
- Schedule a refueling stop prior to the end of a shift to ensure the vehicle has at least  $\frac{3}{4}$  of a tank of fuel when the driver's shift ends.
- Assist disabled passengers and others in boarding the vehicle when needed.
- Always ask before taking a client's arm or assisting them
- Maintain accurate information on required paper work. (Driver logs, Medicaid, client intake cards, incident/accident reports)
- Maintain neat and clean personal appearance.
- Professionally operate a two way radio. (See Radio Ethics Policy Attached)
- Assist passengers with packages and belongings within reason while helping in and out of vehicle.
- Drivers shall not enter passenger's residents.
- Drivers are responsible for collecting donations funds and returning them to the Dispatcher for verification daily.
- Sign vehicle keys out and in at the control center.
- Properly secure wheelchair. (see driver's in-house training manual)

## QUALIFICATIONS

1. Education, training and experience required to perform the essential functions:
  - a. High school degree or GED
  - b. Possess a valid Indiana driver's License or Public Passengers Chauffeur's or CDL license.
  - c. Familiar with roads and streets in Crawfordsville and Montgomery County.
  - d. Operate wheelchair lift or ramp on a vehicle.
  - e. Able to deal politely with all types of clients, fellow workers, and supervisors.
  - f. Attend training sessions as requested by the Director of the Sunshine Vans.
  
2. Physical requirements:
  - a. Vision, hearing and motor skills must be sufficient to safely operate a vehicle.
  - b. Assist riders with wheelchairs or non-wheelchairs in/out of vehicle.
  - d. Able to operate a two-way radio or other similar communications device.
  - e. Able to pass a physical exam required to renew driver's license.

## WORK ENVIRONMENT:

- Work is performed in the Driver Office of the Sunshine Vans located in the Crawfordsville Parks and Recreation Department. Most of the work is performed outside of the office in the community transporting clients. The position is part-time consisting of less than 32 hours per week.