

**STOREY COUNTY JOB DESCRIPTION****IPT Transportation Driver**

**Class Title:** IPT Transportation Driver  
**Reports to:** Meals on Wheels Coordinator  
**FLSA Status:** Non-Exempt  
**Created:** 04/05/22

**JOB SUMMARY**

Under general direction of the Meals on Wheels Coordinator or his/her designee, provides transportation for participants between their homes and the center and for appointments or shopping during the day. Provides participant transportation for field trips as part of the activities program.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below:

- Drives vehicles in a safe and responsible manner utilizing defensive driving skills and in adherence with County and Storey County Senior Center (SCSC) policies and procedures.
- Drives vehicles following assigned routes.
- Loads and unloads participants in and out of SCSC vehicles and assist participants into and out of their homes in adherence to SCSC policies and standards of practice.
- Transports participants to all requested appointments that have been arranged by the Meals on Wheels (MOW) Coordinator.
- Assists participants in their home environment with simple tasks when necessary, such as put on shoes, jackets, etc.
- Maintains confidentiality in compliance with county and SCSC policies and procedures, results, and information about participants, clients, or families regardless of setting.
- Coordinates scheduling of participant rides with the MOW Coordinator.
- Follow all SCSC policies, procedures, and OSHA safety guidelines to maintain a safe working environment.
- Maintain courteous, helpful, and professional behavior on the job and display a willingness and ability to be responsive in a warm and caring manner.
- Participate in continuing education classes and any required staff and training meetings; and maintain professional affiliations and any required certifications.
- Perform other duties as required or requested in a positive and helpful manner to ensure a smooth running work area.

**QUALIFICATIONS***Knowledge of*

- Storey County region.
- Residential and commercial addresses and the approved routes.

- Knowledge of how to use and maintain position's equipment and safety equipment.

### *Ability to*

- Read, write, and speak English.
- Function independently, have flexibility, and personal integrity.
- Identifying and recommending problem resolution; and ability to work independently with minimum supervision.
- Ability to cope with mental and emotional stress related to the position.

## **LICENSING, EDUCATION AND OTHER REQUIREMENTS**

- Any combination of training and/or experience, which demonstrates a potential to perform the duties of the position, including experience in:
  - Be, at a minimum, 16 years old.

## **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Requires full range of body motion including handling and lifting participants, manual and finger dexterity and eye-hand coordination.
- Requires standing, walking, pushing, bending, kneeling, and reaching at arm's length and overhead in clinic, vehicle, and participant's home for prolonged periods of time.
- Requires the ability to lift/ carry up to 65 pounds and push or pull objects exceeding 150 pounds, using appropriate body mechanics.
- Must be able to get participants safely on and off vehicle. Must be able to fasten seatbelts and wheelchair tie-downs.
- Must meet visual and hearing requirements for Nevada driver's license. While driving, must be able to hear participants in vehicle call for help or identify by sound when they might need help. Must be able to give clear verbal directions.
- Requires working under stressful conditions; moderate pressure to meet scheduled appointments while dealing with frail and confused participants.
- Subject to participants that may have the potential for verbal or physical aggression.
- Requires working outside, unprotected from weather conditions subject to temperatures below 0 degree or above 100 degrees.
- Exposed to vibrations while driving vehicles.
- Subject to unpleasant odors.

**The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

## **EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE:**

The job description seeks to provide clarity and focus to the general role. It is not intended as – nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I \_\_\_\_\_, have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job position is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date