

4. Qualifications – Abilities

- a. Have an Indiana Driver's License with a current endorsement for hire
- b. Have strong verbal communication skills and basic writing and math skills
- c. Ability to exhibit friendliness and professionalism with staff and clients
- d. Willingness to work as a team player
- e. Ability to work effectively with other staff members
- f. Willingness to adhere to all policies, rules and regulations, as outlined in the employee manual and the driver's policies and procedures manual
- g. Ability to dress appropriately, be well groomed and practice personal hygiene in order to make a professional appearance. Ability to wear a PCACS logo (on a shirt, jacket, or cap) and the mandatory name tag when driving, to reassure clients that you are a PCACS driver
- h. Knowledgeable and supportive of the organization's mission, goals, values, and objectives

5. Physical Requirements of the Driver Position

- a. Driver must be able to get on and off the bus numerous times (usually between 10 and 20 times) during the work day, sit for long periods of time, be able to lift 30 pounds, and push 300 pounds in a wheelchair on a smooth, hard surface. *(Client's items to be carried by driver are not to exceed 60 total pounds per trip with no item weighing more than 30 pounds.)*
- b. Driver must be able to assist clients move between their home and the bus and on and off the bus. Our clients are elderly and/or have disabilities, and some will also be using wheelchairs. Sometimes this will need to be done in less than desirable weather conditions or using irregular or slippery pathways. *(If there are weather, location, or other conditions that make such a task unsafe for the client or driver, the transportation services will be unavailable until conditions are safe.)*
- c. Driver needs to be able to help belt and strap clients into their seats and help clients in wheelchairs by securing their wheelchairs to the floor, which often involves bending and getting down on their hands and knees.
- d. Driver must have the physical ability to fuel the vehicle, perform basic cleaning functions inside and out, and carry out the start and end of day inspection checks, including checking fluids and air in tires.

6. Disclaimer – The above statements are intended to describe the general nature and level of work performed by drivers. This document is not intended to be an all inclusive list of responsibilities, expectations, duties, and skills required of a driver.