



**Evolve Residential, LLC.
JOB POSITION DESCRIPTION**

EMPLOYEE NAME: _____ DATE OF HIRE: _____

POSITION:	Van Driver
LOCATION:	Evolve Residential, LLC.
DEPARTMENT:	Operations/Transportation
SUPERVISED BY:	Director of Housing Operations
POSITION PURPOSE: Under general supervision, to operate a client transportation vehicle over designated routes within an established time schedule. To transport clients to and from program activities and appointments. To perform daily inspections of the transportation equipment, ensuring the safety of all passengers. To perform other related duties as required.	
POSITION REQUIREMENTS/QUALIFICATIONS	
1. EDUCATION:	Current record (two years) of no felonies or substance abuse convictions. One year of experience in the transportation of clients preferred Must be 25+ years old
2. EXPERIENCE:	Must have two-years of continuous sobriety prior to hire, if a recovering alcoholic or drug addict. One year of experience in the transportation of clients preferred
3. LICENSURE/CERTIFICATION:	Must have a valid driver’s license
4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:	Adhere to confidentiality requirements as outlined in 42 CFR, Part 2. (HIPAA) Must have the ability to interact with staff and clients in a professional manner. Must have the ability to handle stressful and demanding situations, while maintaining exceptional written and verbal communication skills. Flexibility to adapt to schedule changes and assumption of responsibilities not delineated in the job description. Knowledge of safe driving practices and techniques Knowledge of basic first aid procedures and methods preferred
5. PHYSICAL REQUIREMENTS:	Ability to sit for long periods of time. Ability to lift up to 15 pounds.



	Perceiving the nature of sound, near and far vision, depth perception, providing verbal information, and the manual dexterity to operate transportation equipment are important aspects of this job.
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SPECIFIC AREAS OF RESPONSIBILITY TO POSITION

1. Drives client transportation equipment safely and efficiently.
2. Maintain appropriate client behavior in a transportation vehicle.
3. Drives a transportation vehicle over assigned routes in accordance with an established time schedule.
4. Maintains the transportation vehicle in a clean and orderly condition, and inspects and reports mechanical defects or malfunctions.
5. Adheres to policies and procedures in maintaining appropriate client behavior.
6. Completes the daily transportation activity record, including number of clients transported, mileage, type of trip, and standby time.
7. Sweeps, cleans and refuels the transportation vehicle.
8. Performs other related duties as required.

CERTIFICATION OF RECEIPT AND UNDERSTANDING

I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.

Employee Signature	Date	HR Signature & Title	Date
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