

Central Kentucky Community Action Council, Inc

JOB DESCRIPTION

TITLE: Lead Driver

GRADE: 2

RESPONSIBLE TO: Transportation Director/Operations Fleet Manager/Safety and Security Officer

GENERAL DUTIES

To provide safe transportation services for clients utilizing the agency's transportation service. Responsible for maintaining accurate service and van records and safe operation of agency vehicles.

SPECIFIC DUTIES

1. Provide direct, personalized transportation service to enrolled participants, and assist, as necessary, participants with bundles and/or packages to and from the vehicle and their residence and/or service destination in agency owned motor vehicle.
2. Maintain an accurate Van Report showing the vehicle number, date and driver's name. Record daily beginning and ending mileage along with all gas fill-ups. All van reports are due in central office after the 15th and 31st of each month with all gas receipts attached.
3. All riders are to be accounted for and some program or individual must pay for this. If you collect any fares during the week, these fare are to be deposited in the safe located in the county office each DAY. *All fares collected weekly are to be deposited in the local bank each MONDAY. Deposit tickets are to be turned in to central office weekly with each donation report. In all counties the Lead Driver is assigned to do all bank deposits. Two employees must count funds and sign the Senior/General Public forms.*
4. Provide safe assistance to each passenger boarding the vehicle. Drivers are to open and close All vehicle doors. Clients will never open or close a door. Drivers will stand beside the door to assist the clients on and off the vehicle. If the client refuses the offer, you will stand beside the door to assist in the case the client trips or falls. The safety of that client is your responsibility while they are entering the vehicle or until they are totally out of the vehicle.
5. The agency requires that the driver of any agency vehicle wear their seat belt.
6. Every morning, drivers will check in by radio and or cell phones.
7. Learn route and schedule time and method to utilize time and expenses to best degree.
8. Check engine oil before starting your vehicle. *It is the driver's responsibility to notify the Lead Driver when the vehicle is in need of a 5,000 mile inspection. Oversee cleanliness of vehicle and coordinate maintenance needs with Lead Driver.
9. *Oversee maintenance of vehicle; including cleaning and coordinate maintenance needs Operations Fleet Manager/Transportation Director.*
10. *Coordinate with Operations Fleet Manager/Transportation Director on all requests for service changes.*
11. *Daily scheduling of trips for county insuring timely and safe transportation for passengers.*
12. *Oversee drivers assigned to county insuring that all are adhering to guidelines for passenger transportation and procedures.*
13. *Responsible for paperwork of county to be delivered to Central Office in a timely manner.*
14. *Responsible for processing purchase orders from local vendors and forwarded to Central Office in a timely manner.*
15. Attend staff meetings and training sessions as requested.
16. Establish and maintain effective work relationships within the agency and the community.
17. Prepare a time sheet daily and turn into Lead Driver on a weekly basis for review with the original being mailed in every two weeks per agency policy. *Fax all drivers' timesheets to Transportation Director for review.*

CENTRAL KENTUCKY CAC

LEAD DRIVER

JOB DESCRIPTION

Page 2 of 2

- 18. Working hours will vary according to the number of riders transported each day. As your ridership increases, hours will go up. As you decrease ridership, hours will go down. When a driver has free time during the day, they should use this time to work on their paperwork or clean the inside of your agency vehicle. Time spent doing these things will be shown on your time sheet. You are allowed reasonable time for this.
- 19. Make sure All vehicle doors are unlocked before starting your day's work; make sure the vehicle is locked up when you are away from it.
- 20. Check for proper clearance before pulling under low roofs, carports, or drive-in windows.
- 21. Kentucky State Law requires that you stop at all railroad crossings.
- 22. Assure vehicle cleanliness and maintenance; **DO NOT** eat, smoke or drink while inside an agency vehicle. If you are found smoking in an Agency vehicle or there are signs smoking has occurred you will receive a warning and policies will be followed for warnings.
- 23. Do not leave the vehicles with the engine running.
- 24. A Commercial Driver's License (CDL) may be required on some agency vehicles.
- 25. Report all injuries and accident to your Safety and Security Officer. .
- 26. Be familiar with and follow safety rules, procedures, and policies.
- 27. Participate in quarterly safety meetings.
- 28. Operate office/vehicle equipment in the manner in which it was intended.
- 29. Keep passengers together in a safe location (on and off the vehicle depending upon the incident)
- 30. Responsible for managing on-board safety and security incidents from impact until supervisors and/or first responder arrive.
- 31. Other job related duties as assigned.

PHYSICAL/MENTAL DEMANDS

- 1. Keep both hands on the steering wheel.
- 2. Check all vehicle fluid levels. Pump own fuel with no passengers on board.
- 3. Assist clients on and off vehicles.
- 4. On all lift equipped vehicles, assist wheelchairs up and down stairs (maximum 2 steps); roll wheelchair to the locking device in vehicle and squat down to secure the wheelchair; open and close all doors. The factory weight limit for lifts on wheelchair buses is 800 lbs.
- 5. Carry groceries from vehicles to the home (weight 10-15 lbs).
- 6. Perform vehicle inspection, looking underneath the vehicle for leaks.
- 7. Listen and communicate with the 2-way radio and or cell phone provided by company if needed.
- 8. Ease a client carefully onto the ground, hard surface, or floor to perform CPR.
- 9. Must be able to drive the vehicle without the help of pillow's/wood blocks, etc. to reach the vehicle controls, such as the accelerator.
- 10. Must be able to bend/squat in order to secure wheelchairs properly. Must be able to sit for a period of 2 hours. (Sitting time depends on the distance of trip.)

QUALIFICATIONS

Must have high school diploma or equivalent. Must possess a high degree of proficiency in reading and writing. Must understand complete instructions for reports and ability to read maps and learn service area. Must possess a Kentucky driver's license and have access to automobile. Ability to relate to target population. Good physical health and able to push pull and assist wheelchair clients. No disabilities that might impair vision, health and endanger passengers as evidenced by DOT Medical Examiners Certificate. Criminal records check required. Freedom from illegal drug use as evidenced by DOT/FTA drug testing.

Employee Signature

Date

Transportation Director

Date