



Developmental Client Care Industries

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| Job Title: | Driver / Driver Assistant | Normal Work Hours: | 7:00 a.m. to 4:00 p.m. |
| Reports To: | Transportation Supervisor | Job Location | ICC Corporate Office |
| Starting Salary: | \$11 per hour for Assistant \$12 per hour for Driver | Job Location Address: | 11751 Davis Street Moreno Valley, CA 92557 |
| Minimum Requirements: | Must be at least 18 years of age Current First Aid Certificate Current CPR Certification Must be insurable by the Company's insurance company. | Drivers Must have a valid Class B California Drivers License with Passenger Endorsement Must be willing to submit to random drug testing by the Department of Transportation | |
| Review Date(s) | Annually after 90-day Review | | |
| Fringe Benefits | Vacation Workers Compensation Insurance Disability Insurance | Health , Vision & Dental Insurance (after 30 days) 401k (after one year) | |
| Class B License | Driver Assistant's have 3 months from the date of hire to obtain a Class B California Drivers Permit. Once the Class B Permit is obtained the Driver Assistant will be given an additional 3 months to complete the behind the wheel exam in order to obtain the Class B California Drivers license. | | |

Job Description

Role and Responsibilities

- Drive company bus and vans safely at all times.
- Be on time and ready to work daily.
- Ensure that the vehicles are safe for the clients transportation needs.
- Maintain records and fill out Daily Report and Miles Sheet. Turn into office weekly. Communicate any mechanical concerns to your supervisor immediately. Assist in determining the effectiveness of routes and scheduling. Special outing driving. Assure the van is clean and maintain gas tank at or above a half tank. Gas tank to be full on Fridays. Report any changes in schedule.
- Drive clients to and from their residences to Day Programs in am and pm.
- Drive Clients for special outings for facilities and Day Programs.
- Pick up clients early from day program if necessary.
- Communicate with the FM, RFM and Q's as well as the Day Programs in order to maintain safe transportation for the clients.
- Schedule early days the first Tuesday and Wednesday of each month for Doctor Day.
- Get clients to the assigned wheel chair clinics each month.
- Walk clients to door of the programs, making sure that there is Staff present before leaving clients. When dropping off at home, make sure that staff is present at the house. **Clients are never to be left alone.**
- Maintain maintenance records and fill out reports daily to turn in to the office on a weekly basis.
- **Mileage Report** gets turned in monthly. Turn in **attendance sheets** for billing purposes.
- Transport clients to and from the swimming pool at Davis during summer swim times.
- Assist other transportation personnel with shopping on a monthly basis for food & cleaning supplies for all facilities.
- Assist in determining the effectiveness of route and scheduling.
- Other tasks as assigned by Transportation Supervisor.

Employee Name (printed) _____

Employee Signature _____ Date _____