



**SEMCAC  
Job Description**

- Assure the communication system (cell phone) is tested regularly and kept in good working order.
- Assure that written emergency procedures are in a visible location for passengers.
- Vehicle maintenance is completed according to the agency maintenance schedule.
- Daily pre-trip and weekly vehicle inspections are completed and any problems are immediately reported to your supervisor.
- Ensure Trip Records are completed for each ride.
- Attend all required transportation training to ensure compliance with agency policies.
- Provide orientation and training for substitute drivers.
- Will immediately disclose any moving violations, regardless of fault or penalty, to the Transportation Director.
- Submit all transportation reports and documents as required by the Transportation Director.
- Must be able to answer questions in regard to schedule information, and service area covered by the vehicle.
- Know and comply with all instructions, both oral and written, by the Transportation Director, designated individual or regulatory agency.
- Other transportation department duties may be assigned.

**SUPERVISOR RESPONSIBILITIES**

Provides leadership to other passengers on the van, but position does not involve any agency supervisory responsibilities to other agency employees.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE**

High school Diploma or General Education Degree (GED) and three to six months related experience.

**LICENSES, REGISTRATIONS, CERTIFICATES**

- Valid Minnesota Driver's License
- Must pass the mandatory Pre-employment Drug Screen prior to employment.
- Obtain CPR and First Aid Certification within the first year of employment.

**KNOWLEDGE**

- Knowledge of routine maintenance for agency vehicles.
- Must understand the needs of low-income families.

**LANGUAGE SKILLS**

- Ability to respond to common inquiries or complaints from passengers.

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**ABILITIES**

- Ability to respond to behavioral issues with appropriate behavior management techniques.
- Ability to deal with crisis information.
- Ability to work a flexible schedule that may include some evening and weekend hours.
- Ability to attend training to expand knowledge as needed.

**REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read, analyze, and interpret Semcac Transportation policies, procedures, and performance standards.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job:

- The employee is regularly required to sit, talk, and hear.
- The employee is routinely required to stand, walk, use hands and fingers, reach with hands and arms, stoop, bend, or crouch.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee is occasionally required to climb or balance.
- Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- The employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.
- The employee is occasionally exposed to moving mechanical parts, fumes, or airborne particles, vibration, and jarring.

**SEMCAC RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THE JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.**

**SEMCAC IS AN EQUAL OPPORTUNITY EMPLOYER.**

**DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS DESCRIBED IN THIS JOB DESCRIPTION.**

Are you capable of performing, in a reasonable manner, with or without reasonable accommodation, the activities described in this job description?

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Please check one:     YES     NO

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*Employee Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Supervisors Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Directors Signature*

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*Date*