

**SEMCAC
Job Description**

Job Title: Van Operator **Employee:** _____
Department: Transportation
Grade: 6
Reports To: Operations Manager-VDF
FLSA Status: Non-Exempt
Prepared By: Jessica Schwering
Prepared Date: 6/10/21
Reviewed Date: 10/2023
Revised Date:
Approved By: Pat Georgens
Approved Date:

SUMMARY

Assures the highest possible safety standards are followed while transporting passengers of any age in agency assigned vehicles; and strictly adheres to all applicable federal, state, local, and agency rules, regulations, and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Represents Semcac Transportation and Semcac agency to promote excellent public relations and customer service
- Maintains strict confidentiality concerning any passenger, staff, and agency matters.
- Strictly adhere to all current federal, state, local and agency rules, regulations, and policies.
- Know and comply with all factors for complete and safe operation of the van.
- Communicate positively and effectively with any passenger at all times.
- Maintain a positive social climate on the van that provides for a safe and healthy environment.
- Maintain order and proper discipline of passengers, resolve disputes, document and report severe disciplinary situations.
- Become qualified in CPR and administer basic first aid or CPR in case of accident or emergency.
- Do not leave van unattended, unless for emergency purposes, but not until the vehicle is turned off and the keys removed.
- Be trained in operating wheelchair lifts, safe loading and unloading of any passenger, to include any passenger with special needs or disabilities.
- Always use appropriate safety restraints for self and assure that all other passengers use appropriate safety restraints while van is in motion.
- Assure that children or any passenger requiring an aide be released to a responsible, authorized parent or other designated adult.
- Keep the vehicle clean and its equipment clean and in good working order.
- Assure that Semcac Transportation established health and safety precautions are followed including daily cleaning of the interior of the van, stowing of objects, and maintenance of any passenger restraints (seatbelts and wheelchair tie-down systems).
- Ensure that emergency equipment (fire extinguisher, belt cutter, emergency kit, signs, etc.) are maintained, inspected, properly stored or mounted.

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- 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

Employee Signature

Date

Supervisors Signature

Date

Directors Signature

Date