

**UNITED CEREBRAL PALSY ASSOCIATION  
OF GREATER SACRAMENTO, INC.**

***JOB DESCRIPTION***

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**NAME OF EMPLOYEE** (Last name first)

Mr.  
Mrs.  
Ms.

**SOCIAL SECURITY NUMBER**

**POSITION:** Driver

**PAY RATE:**

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**WORK IS:**

Full-time

Hourly

Contractual

**DATE OF HIRE** \_\_\_\_\_

**DAYS & HOURS OF WORK** Monday – Friday

**LENGTH OF LUNCH PERIOD** Split Shift

**CLASSIFICATION:**  Exempt  Non-exempt

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**BASIC FUNCTION:**

Drives bus to transport passengers over specified routes to local or distant points according to time schedule by performing the following duties.

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**SUPERVISOR:** Transportation Program Manager or Transportation Supervisor or in his/her absence Transportation Assistant.

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**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 the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations**

- Class B License or higher
- Passenger endorsement to transport minimum of 17 passengers
- Current medical certificate
- CPR and First Aid certification
- VDDP

### **Other Skills and Abilities**

- Clean driving record, no more than one moving violation
- Ability to lift 75 pounds
- Knowledgeable of local geography
- Ability to read a map
- Must pass post job offer physical
- Must pass drug screen

### **Computer Skills**

None required

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to consumers, and other employees of the organization.

### **Mathematical Skills**

No skills needed, must be able to transfer numbers accurately onto mileage forms. Keep accurate count of passengers.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

**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. 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 regularly required to sit; use hands to handle or operate vehicle/equipment, or assist passengers. Regularly required to talk, listen/hear and interpret information. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception 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 regularly exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals;

outside weather conditions; extreme cold; extreme heat and vibration. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

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**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Conducts pre- and post-trip inspection of the bus; when indicated arranges to have fluids levels filled or minor adjustments/repairs made before starting the route. Reports defects to supervisor immediately. Turns in completed, signed, written report of inspection at the end of each day.
2. Fuels the bus daily.
3. Assists passengers boarding and de-boarding the bus including personal belongings such as backpacks, lunches, etc.
4. Makes sure each passenger is properly secured i.e., using his/her seat belt.
5. Assess the safety features of a wheelchair prior to accepting the individual as a passenger (i.e. brakes are working properly, wheelchair has a seat belt, wheelchair appears to be in good working order).
6. Insure that each person riding in a wheelchair is properly secured with tie-downs.
7. Regulates heating, lighting, ventilating and audio systems for passenger comfort.
8. Complies with local traffic regulations.
9. Reports delays or accidents in a timely manner.
10. Records mileage and daily attendance accurately and completely.
11. Writes and updates lefts and rights for route.
12. Cleans bus at the end of the daily shift.
13. Follows emergency procedures as outlined in the *Transportation Manual*.
14. Follows Code of Safe Practices for the transportation department.
15. Submits all required paperwork in a complete and timely manner.
16. Maintains all supplemental equipment for the vehicle including but not limited to: phones/radio, fire extinguishers, tie-downs, first aid kit, biohazard kits, etc.
17. Insures that all passengers are met by a responsible party when he/she/they are dropped off. The only exception being those passengers given a written “*independent*” status.

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## **Supervisory Responsibilities**

This job has no supervisory responsibilities other than supervising passengers.

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## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies :

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

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**LINE OF AUTHORITY:**

For establishing policy: May recommend only

For incurring expenses: None

For personnel changes: None

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I have read and do understand the Personnel Policies.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE

United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition, physical handicap, or veteran status.