**Venture Productions Inc.**

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| **JOB TITLE: Non-Medical Transportation Driver** |

**NORMAL WORKING HOURS:** 7:00 AM to 9:00 AM and 2:30-5:00 PM (Monday – Friday)

Times may vary depending on needs of route and weather conditions. As needed during the day and evening for

Community Life Engagement Activities.

**REPORTS TO:** Facility/Transportation Supervisor

**ESSENTIAL JOB DUTIES:**

Drive, monitor, supervise and support associates that receive transportation services

* Transport individuals to and from job sites and day services
* Monitor associates while in the vehicle and ensure safety and welfare
* Assist associates when needed while entering and exiting the vehicle
* Maintain a clean and safe vehicle at all times
* Work orders to Transportation Coordinator/Maintenance timely
* Assist with personal care needs that may arise
* Complete pre-trip and post-trip inspections in the time allotted.
* Open communication with drivers or passengers on changes to schedules/routes

Maintains and completes necessary documentation

* Complete daily documentation per ISP waiver billing
* Document Unusual Incidents (UI’s) and report to appropriate persons

Participates in inservices, workshops and meetings to develop professional growth

* Assist in the development of ISP when requested
* Attend inservices as requested

Other related duties as deemed appropriate

* Advocate for individuals/families
* Perform other related duties as assigned
* Maintain professional ethics and moral standards.

**QUALIFICATIONS / REQUIREMENTS:**

* High School diploma or equivalent
* Holds a valid Ohio driver’s license and maintain less than 6 points on license at all times
* CPR/First-Aid
* Must complete a physical by a physician prior to beginning
* Must meet all state qualifications regarding rule 5123:2-9-18
* Must have cell phone availability

**EDUCATION/TRAINING/EXPERIENCE:**

1. High School Diploma or GED Equivalent.
2. 21 years of age
3. Must be able to meet training requirements set by VPI.

**POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, AND LICENSURE:**

1. First Aid/CPR

2. Specific job duties

3. Maintain Valid Driver’s License

**RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Performs other duties as assigned by the CEO
2. Maintains confidentiality.
3. Demonstrates and maintains regular and reliable attendance.
4. Provides accurate and timely records as required by the position.
5. Serves on various committees as appropriate.
6. Attends meetings as required.
7. Promotes interpersonal sensitivity (objective awareness to others, tactful interaction)

Note: People in this position may be exposed to contagious diseases or potentially harmful situations.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee is required to follow the instructions and perform the duties required by the supervisor or designee appropriate to this position description.

My signature below signifies that I have reviewed the position description and that I am aware of the general requirements of my position.

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Employee Signature /DATE

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CEO /DATE

DISTRIBUTION:

ORIGINAL IN PERSONNEL FILE,

C: ASSOCIATE, SUPERVISOR.

Date