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| Job Title: | | Van Driver | | FLSA: | Non-Exempt | |
| Department/Group: | | Transportation | | Reports To: | Transportation Coordinator | |
| Location: | | Maysville | | Travel Required: | Yes | |
| Position Type: | | Part Time | | | | |
| HR Contact: | | Christal Henderson | | Date posted: | February 3, 2023 | |
| Will Train Applicant(s): | | Yes | | Posting Expires: | ----- | |
| **Job Description**: Transport individuals to and from day programming, medical appointments, etc. | | | | | | |
| Applications Accepted By: | | | | | | |
| Drop off at Comprehend Office  611 Forest Avenue  Maysville KY, 41056 | | | Email:  Chenderson@comprehendinc.org | | | |
| Job Description | | | | | | |
| Role and Responsibilities   * Ensure van upkeep and repairs are made by contacting the Transportation Coordinator. * Maintain a clean, neat, legible, and accurate daily log of total miles traveled, gas used to be turned into the Transportation Coordinator. * Responsible for keeping the van clean. * Complete CPR & First Aide training. * DOT certified with medical as required. * Other duties as may be assigned.   **Qualifications and Education Requirements**   * At least 25 years of age and capable of maintaining up-to-date vehicle records as required.   **Physical Requirements**   * Ability to assist individuals on and off of the van - can include lifting * Physical examination required including hearing/sight.   **Special Requirements**   * Valid driver’s license * Excellent motor vehicle driving record * Ability to drive a 12-15 passenger van | | | | | | |
| Reviewed By: | Transportation Coordinator | | | Date: | 02/3/2023 | |
| Approved By: | Human Resources | | | Date: | 02/3/2023 | |
| Employee Signature: |  | | | | |
| Last Updated By: | 02/3/2023 | | | | |