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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 Office611 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
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| Reviewed By: | Transportation Coordinator | Date: | 02/3/2023 |
| Approved By: | Human Resources | Date: | 02/3/2023 |
| Employee Signature:  |   |
| Last Updated By: | 02/3/2023 |