



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			
<ul style="list-style-type: none"> • 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			
<ul style="list-style-type: none"> • At least 25 years of age and capable of maintaining up-to-date vehicle records as required. 			
Physical Requirements			
<ul style="list-style-type: none"> • Ability to assist individuals on and off of the van - can include lifting • Physical examination required including hearing/sight. 			
Special Requirements			
<ul style="list-style-type: none"> • 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		