

**POSITION TITLE:**

**DRIVER**

**MINIMUM  
QUALIFICATIONS:**

Driver must have a minimum of a high school diploma. Must have a valid Massachusetts driver's license, CDL preferred. Must have an excellent driving record. Experience in the field of Mental Health or Mental Retardation preferred. Must be able to physically lift/transfer individuals in and out of vehicle.

**SUPERVISOR:**

Program Director

**SUMMARY:**

The driver transports individuals to and from assigned locations within the scheduled timeframe.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Complete equipment checks on safety belts, first aid kits, fire extinguishers and emergency packets.
- Clean and fuel vehicle.
- Drive vehicle, which transports individuals to and from home and/or community settings, in accordance with set time schedule.
- Assist individuals in and out of vehicles utilizing trained techniques for assisting, lifting, and transferring individuals.
- Secure all passengers in seats with a safety belt.
- Secure all wheelchairs to restraining devices.
- Operate communication system between vehicle and dispatcher.
- Operate vehicle within the rules and regulations outlined by the Commonwealth of Massachusetts and Habilitation Assistance Corporation.
- Monitor the needs of passengers.
- Carry out emergency procedures when necessary to ensure the safety of passengers.
- Lifting and transferring of individuals when necessary
- Regular attendance is required

**ADDITIONAL RESPONSIBILITIES/REQUIREMENTS:**

- D.O.T. drivers must have current physical.
- Non-D.O.T. drivers may also be required to have current physical.
- Must be willing to submit to drug testing if asked.
- Other responsibilities as required by supervisor.

The demands described below are representative of those actions and abilities utilize by the employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties and responsibilities.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger; handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee on occasion may be asked to taste or smell. In an emergency situation, the employee may be asked to physically hold/restrain a person with aggressive and/or self-injurious behaviors. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Additionally, the employee occasionally will be required to push a wheelchair containing a person in excess of 100 pounds.

**LANGUAGE SKILLS:**

The employee must be able to read and understand documents such as policies and procedures, regulations, and operating instructions. Writing incident reports, correspondence, and other essential documentation is required. Must be able to utilize a total communication approach. The employee will be required to communicate effectively with members, staff, supervisor, and other involved parties. Must be able to communicate via phone or radio to dispatcher.

**REASONING AND EMOTIONAL ABILITIES:**

The employee must be able to apply common sense in performing his/her duties. Must be able make modifications in routine and/or activities in order to meet the needs and safety of the members. Must be able to work in a busy and occasionally loud environment.

I have reviewed the job description for the position for which I am being considered and I am able to perform the essential functions of the job with of without a reasonable accommodation. (i.e., lifting, standing, sitting)  YES  NO

If 'NO', what accommodations are requested to perform essential functions of job?

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Signature

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Date