

COMMUNITY OPTIONS INC. (COI)
JOB DESCRIPTION
DSP- DRIVER

PURPOSE OF THE JOB: To provide transportation to adults with developmental/intellectual disabilities to help them to achieve more meaningful, productive employment and/or activities in accordance with COI value statements.

QUALIFICATIONS:

- High school diploma or GED.
- Valid Colorado driver's license and driving record acceptable to agency insurance company.
- Acceptable criminal background check.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Transport persons served in program to and from day programming, community employment, community activities and appointments.
- Interact with all individuals and all staff at all times with appropriate voice tone, level and pitch, language used, gestures and physical movements in compliance with individual rights while at all times respecting the rights of individuals and staff.
- Maintain agency vehicle. Report any vehicle concerns to the Transportation Supervisor or the COI Fleet Manager
- Meet regularly with assigned supervisor to review goals and discuss ongoing issues.
- Complete necessary documentation accurately and in a timely fashion.
- Attend required in-service training to further knowledge and skills.
- Must maintain good attendance and promptness to job assignment and meetings.
- Work with minimal supervision and recognize situations where assistance is needed.
- Promote and maintain appropriate professional and ethical relationships in accordance with policies, rules and regulations.
 - Effectively communicate with all program areas.
 - Perform duties and conduct interactions with agency staff, persons served and the public in a manner consistent with COI Value Statements.
 - Deal with stressful situations in an effective, productive manner.
- Perform other duties as assigned or needed which may, on occasion, include providing services to people receiving services.
- May require taking on-call phone for transport purposes

PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS: *Work as a Driver can be physically demanding.* In addition, clients may be confused, irrational, agitated or uncooperative. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and will vary depending on the clients you are assigned to assist.

- Driver must guard against back injury because they may have to move clients in/out of beds, wheelchairs, vehicles, and commodes. Drivers are trained on/required to follow proper body mechanics and procedures for lifting/moving clients.
- Driver must occasionally lift and/or move up to 50 pounds alone and up to 100 pounds with assistance.
- Driver must exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently.
- The employee is frequently required to walk. He/she must be able to reach forward, backward and upward with hands and arms as well as use fingers for picking up objects, determining texture and temperature. Use hands to finger, handle, or feel and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Specific talking abilities required by this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed to other workers accurately.
- Specific hearing abilities required by this job include perceiving the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
- Driver may be subject to chemicals and infectious diseases. Drivers are trained on and required to follow Universal Precautions.

SUPERVISION: The Driver is supervised by the Program Manager or Director. The Driver has no supervisory responsibilities.

I have read this job description and can perform all the essential duties of the position.

Print Name

Sign Name

Date