

# Driver Job Description

## Role and Responsibilities

**Role:** Our drivers are compassionate, caring, reliable and responsible individuals charged with getting clients with mobility challenges to their destinations safely and on time.

### Job Responsibilities:

- Show up to work in a timely manner
- Take work orders from supervisor for client trip
- Drive clients to their destinations on time
- Assist clients as they get into and out of the vehicle
- Communicate with SEAT for traffic delays in route
- Report any incidents or accidents to the supervisor immediately
- Knowledgeable in operating wheelchair lifts as needed
- Provide routine safety inspections per trip and documentation thereof.
- Adhere to company policies, traffic laws and rules, and bus protocol

### Qualifications and Education Requirements

- Must have previous customer service experience with a good track record of assisting customers in a thoughtful, caring and timely manner
- Must possess a valid Federal or State driver's license.
- Must have a clean driving record with no points
- Must have a great work history with a track record of being a reliable responsible individual - must provide references from previous employer
- Must have a high school diploma or GED
- Must be trained in or willing to acquire training for the Ohio Department of Aging standards for transportation of Older Americans.

### Preferred Skills

- Know how to keep a level head in a busy environment
- Must be passionate about helping seniors and those with disabilities
- Great communication skills
- First Aid/CPR certification required (we will train and certify you if needed)

### Additional Notes

The candidate for this position will be a great communicator, enthusiastic about the opportunity and have experience in customer service. Training will be provided. The Carr Center is an equal opportunity employer.