

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Driver

DEPARTMENT: Transportation

TITLE OF POSITION: CDL Driver

IMMEDIATE SUPERVISOR: Transportation Coordinator

NORMAL WORKING
HOURS AND SCHEDULE: As Assigned

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school graduate or GED preferred; 2) Ability to work with individuals with Mental Retardation and Developmental Disabilities; 3) Ability to cooperate with other personnel; 4) Successful completion of CPR/First Aid required; 5) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 6) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 7) Ability to lift 50 pounds; 8) Ability to perform various assignments; 9) Acceptable driving record required, no moving violations within the past year; 10) Five consecutive years licensed driving experience; 11) Successful completion of physician examination as required by Federal and State regulations; 12) Possession of a current Commercial Drivers License, CDL class (B or C) with a passenger endorsement to transport individuals as required.

1. Responsible for driving Anne Grady Corporation vehicles which includes, but may not be limited to:
 - ◆ Transporting individuals to various Workshops and Day Programs within Lucas County, on recreational outings, to and from work and school and other destinations as required.
 - ◆ Medical appointments
 - ◆ Runs errands for the AGC as required
2. Responsible for the safety of all individuals during transportation. Responsible for the operation of the lift and placing the individuals on and off the lift. Responsible for seeing that all individuals are strapped in with seat belts and wheelchairs are positioned properly in the vehicle and reports any unsafe condition.
3. Responsible for keeping accurate documentation of vehicle records and completes documentation on vehicles, billing, and individuals as required.
4. Required to maintain driving status and notify Human Resources immediately if driving record changes.

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5. Performs and assists in performing vehicle maintenance including bulbs, wipers, cleaning vehicles, and other vehicle maintenance as assigned.
6. Works and presents self positively and professionally to all departments, staff, volunteers, and members of community.
7. Assist when necessary in working independently and/or with other AGC employees and volunteers in implementing programs, completing required program documentation, and providing direct support to individuals serve within the corporation.
8. May be required to serve as a bus monitor on AGC buses transporting individuals to the Day Programs or other destinations as required.
9. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe on or may have infringed on an individual's right to be free from abuse and neglect.
10. Exemplifies AGC philosophy, follows policies and procedures and performs related duties as required.
11. Attends and participates in all requires in-services, trainings, and meetings.
12. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.
If more than eight, list totals only.

Department Director Date

Signature of Employee Date