

**CHELSEA SENIOR LIVING
POLICY AND PROCEDURE**

JOB DESCRIPTION

JOB TITLE: VAN/BUS DRIVER
SHIFT: VARIED TIME SCHEDULE
REPORTS TO: LIFESTYLE DIRECTOR

GENERAL MISSION OF EACH EMPLOYEE:

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs to the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

SUMMARY:

Provides safe and courteous transportation for our residents to desired locations as directed.

DUTIES AND RESPONSIBILITIES:

Include the following. Other duties may be assigned.

- Communicates with the Lifestyle Director at the beginning of each workday on tasks that need to be attended to before the workday begins and throughout the day.
- Pre-heats or pre-coos Van/Bus to insure our residents' comfort.

Job Description – Van/Bus Driver

- Assists every resident to enter and exit the Van/Bus safely.
- Follows all the rules and regulation of the road.
- Maintains and protects the confidentiality of resident information at all times.
- Responsible for Van/Bus maintenance:
 - a) Keeps Van/Bus tank full of gasoline.
 - b) Responsible for ail changes and fluid checks on a regular basis.
 - c) Maintains a clean interior and exterior of the Van/Bus.
- Reports any mechanical problems immediately to the Lifestyle Director.
- Requires to step-in and participate in activity programming when the Van/Bus in not being used on scheduled working days.
- Reports any accidents or incidents, which may occur regarding the Van/Bus and the transportation of the residents.
- Maintains and holds an updated CDL license for our transportation Van/Bus.
- Sees that all sign-up sheets for Van/Bus transportation are fully documented with names of all residents on board and are kept and turned in by the end of the day to the transportation log.
- Must interact fact fully with ill and disabled residents and those affected by Alzheimer’s disease and other memory impairments.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability to perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience: Minimum of five (5) years driving experience.
- Certificates, Licenses, Registrations: Current New York Driver’s License. DCL may be required depending on size of Van/Bus.
- Language Skills: Ability to read and comprehend simple instructions. Ability to read and follow road sings. Ability to respond to common inquiries or complaints from residents, residents’ families, regulatory agencies or members of the community.
- Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusion. Ability to interpret a variety of instructions furnished in written, oral or schedule form.
- Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to communicate with residents, residents’ families, other employees, regulatory agencies and the public. The employee needs to have excellent vision and hearing, good motor skills to ensure resident safety. The employee will need to bend, stretch, turn and support the weight of our residents as they enter and exit the Van/Bus.

Job Description – Van/Bus Driver

WORK ENVIRONMENT:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The noise level of the work environment is usually moderate. The employee may occasionally be exposed to infectious diseases. The employee will be exposed to various weather conditions as he/she transports residents 12 months of the year.

I understand the duties set forth in the above job description and will perform them to the best of my ability.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

P. C. Personnel File
Employee