

**THE GUIDANCE CENTER, INC.
500 Limit Street
Leavenworth, KS 66048**

POSITION DESCRIPTION

Position Title	Van Driver, Part Time
Position Summary	The responsibility of this person will be to drive Center vans as scheduled by the supervisor, and keep them operational.
Reports To	Transportation Coordinator
Supervises	NA
Indirectly Supervises	NA
Classification	Non-Exempt
Scope	Part time
Work Hours	Flexible hours are required, dictated by client and program needs
Travel	Constant, daily travel (approximately 67-100%) is required, in order to provide transportation services for clients across the 3-county catchment area. Some travel outside the catchment area may be required, for designated activities, to transport clients to/from NFMH facilities, etc.
Effective Date of PD	June 1, 2006

I. PRIMARY RESPONSIBILITIES:

1. Provide door to door transportation of clients residing in Atchison, Jefferson and Leavenworth Counties to and from the Adult Psychosocial Program and other treatment activities, occurring on weekdays, evenings and weekends. Many activity outings occur locally and in the surrounding metropolitan area
2. Transport CSS clients for resource acquisition (obtaining groceries, medical appointments, etc.) as directed by the supervisor or designee
3. Transport CSS clients to and from other treatment facilities/agencies consistent with their treatment plan, such as nursing facility for mental health residents
4. Transport youth participating in Youth Psychosocial Programs as directed by supervisor
5. Maintain daily records of transportation service provided as required, i.e., number served, miles driven, time required, gallons of gasoline used
6. Maintain the vans by monitoring all needed service and repairs (cleaning, oil changes, tires, brakes, belts, etc.), then arrange for the service needed as directed by the supervisor;
7. Take the vans to Topeka for annual inspection required by Kansas Department of Transportation if directed by the supervisor.
8. Perform additional tasks/responsibilities as assigned
9. Provide response and support to clients and caregivers when emergencies occur and immediately notify supervisor for additional direction
10. Adapt to changing work priorities and a fast-paced environment while maintaining professionalism
11. Maintain effective and cooperative working relationship with TGC staff as well as external customers and referral sources
12. Participate in training as directed by the immediate supervisor or TGC management staff.
13. Meet HIPAA standards for confidentiality of medical records
14. Comply with TGC's Corporate Compliance Policy and all laws, rules, regulations and standards of conduct relating to the Corporate Compliance Policy. The employee understands that he/she has a duty and obligation to report any suspected violations of the Corporate Compliance Policy to the Corporate Compliance Officer or the Executive Director.

15. Abide by the Personnel Policies and Practices of TGC, including ethical standards, as adopted by the Governing Board, and to represent the Center positively to the community.
16. Perform other related duties as assigned by the immediate supervisor or TGC management staff.

II. PERFORMANCE STANDARDS:

As outlined in the current scorecard attached to this position description

III. QUALIFICATIONS:

EDUCATION AND LICENSURE:

Required: High School diploma or GED and CDL

EXPERIENCE:

Required: one month experience driving a 16-passenger (or larger) vehicle. Preferred: mechanical skills.

SKILLS & ABILITIES:

1. Individual must successfully complete background checks including information contained within the records of Kansas Bureau of Investigation, Child Abuse Registry, Adult Abuse Registry and Kansas Department of Motor Vehicles
2. Confirmation of employee history and satisfactory job performance from at least two (2) professional references.
3. Individual must possess Commercial Driver's License (CDL) as required by Federal and State laws for operating vehicles to transport 16 passengers (including driver)
4. Participate in training required by Kansas Department of Transportation and/or the Center.
5. Ability to relate to people with severe and persistent mental illness in a courteous, friendly, and compassionate manner.
6. Demonstrate good judgment operating the vehicle routinely, in hazardous weather, and in emergency situations (mechanical, medical or psychiatric).
7. Comply with Drug-Free Workplace Policy (see policy manual for description) to include random drug testing.

Functional Requirements

Never = 0%, Occasionally = 1% - 33%, Frequently = 34% - 66%, Constantly = 67% - 100%

Functional Requirement	Never	Occasionally	Frequently	Constantly
Bending/Stooping			x	
Twisting/Turning			x	
Squatting/Crouching			x	
Kneeling			x	
Crawling		x		
Sitting			x	

Standing			x	
Walking			x	
Balancing			x	
Hearing				x
Seeing				x
Speaking				x
Pushing/pulling (specify maximum pounds)		40 LBS		
Lifting (specify maximum pounds) • Floor to waist • Waist to shoulder • Above shoulder		40 LBS 40 LBS 30 LBS		
Carrying (specify maximum pounds)		40 LBS		
Reaching • To floor • Waist to shoulder • Above shoulder			X X X	
Climbing			X	
Fine hand manipulation				x
Travel (may involve driving)				x
Environmental exposure (cold, noise, etc.)				x
Problem Solving				x
Cognitive Reasoning				x
Memorization			X	
Reading				X
Math		X		
Supervising	X			
Client support & coaching				x
Interpersonal skills				x
Writing		x		
Telephone Skills		x		

Position description was discussed on	Date
Revisions were made?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I have read, fully understand, and agree to fulfill this job position.	
Position Holder:	
Title	
Signature	
Date	
Supervisor:	
Title	

Signature	
Date	