

# Van Driver - Lutheran Warsaw Route

## JOB DESCRIPTION FOR DRIVER

A Community Transportation Network (CTN) driver interacts with clients, family members, other agency personnel, and other CTN staff and volunteers. The person in this position must have good communication and customer relations skills. This part-time, non-exempt position two or three days per week. The position hours are 8:00 am - 4:30 pm with a 30-minute lunch.

The driver in this position reports to CTN and works directly with Kosciusko Lutheran Hospital to transport their patients to and from the Hospital, which might include hospital discharges outside of Kosciusko County. CTN is based in Fort Wayne, so some travel to Fort Wayne will be required.

The primary duties or essential functions with or without accommodations include:

1. Driving an agency-owned vehicle.
2. Providing passenger assistance.
3. Operating lift and securing all safety restraint devices.
4. Following Universal Precautions, CPR, and first aid procedures.
5. Communicating by phone or radio with dispatchers.
6. Completing all required documentation.
7. Collecting rider fees and accounting for daily revenue.

Qualifications include:

1. Have basic familiarity with Kosciusko and be able to use GPS.
2. Demonstrate the ability to pass the skills test.
3. Pass DOT physical and For Hire license testing.
4. Pass criminal and driver record screening.
5. Obtain CPR certification.
6. Demonstrate good written and oral communication skills in English.

The ability to follow the trip manifests, drive without incident, follow company procedures, complete required documentation, and receive good consumer and public comments regarding performance will be formally evaluated after 90 days and annually on the anniversary date.