

Community Transportation Network

Effective Date: 3/15/06

JOB DESCRIPTION FOR DRIVER

A CTN driver interacts with clients, family members, other agency personnel, and other CTN staff and volunteers. The person in this position shall have good communication and customer relations skills. This is a part-time or full-time, non-exempt position.

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 dispatcher.
6. Complete pre- and post-trip vehicle inspections.
7. Completing all required documentation.
8. Collecting rider fees and accounting for daily revenue.

Qualifications include:

1. Have basic familiarity with Fort Wayne and be able to read a map.
2. Demonstrate ability to pass the skills test.
3. Pass DOT physical and PPC 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 comment regarding performance will be formally evaluated after 90 days and annually on the anniversary date.