



CTN Van Driver

Job Description

Position: Part-time or full-time, non-exempt

Starting pay: \$16–\$18 per hour, depending on experience

Schedule: Work schedules are established based on client transportation needs.

Position Summary

The CTN Van Driver provides safe, reliable transportation and door-through-door assistance to older adults and people with disabilities. This position interacts with riders, family members, agency personnel, and CTN staff and volunteers. Drivers must demonstrate dependability, patience, good communication skills, and a commitment to treating every rider with dignity and respect.

Essential Duties and Responsibilities

The essential functions of this position, with or without reasonable accommodation, include:

1. Safely operate an agency-owned vehicle and follow assigned trip schedules and route directions.
2. Provide door-through-door passenger assistance, including helping riders enter and exit the vehicle.
3. Operate wheelchair lifts and properly secure wheelchairs, seatbelts, and other safety restraint devices.
4. Follow Universal Precautions, CPR, and first aid procedures as needed.
5. Communicate with dispatchers by phone or radio regarding trip updates, delays, and rider needs.
6. Complete all required documentation accurately.
7. Collect rider fees and account for daily revenue.
8. Communicate respectfully and professionally with riders, families, agency personnel, CTN staff, and volunteers.
9. Follow CTN policies and procedures.

Qualifications

1. Basic familiarity with Fort Wayne and the ability to navigate and follow route directions.
2. Ability to pass the required skills test.
3. Ability to pass a DOT physical and obtain the required Indiana for-hire endorsement.
4. Ability to pass criminal background and driving record screenings.
5. Ability to obtain CPR certification.
6. Good written and verbal communication skills in English.
7. Dependability, patience, and the ability to provide safe, respectful passenger assistance.

Performance Evaluation

Performance will be formally evaluated after 90 days and annually on the employee's anniversary date. Evaluation will include safe driving, adherence to trip schedules and company procedures, passenger assistance, accurate documentation, communication, and feedback from riders and the public.



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