

Job title	<i>Route Drive</i>
Reports to	<i>Director of Maintenance and Transportation and/or Executive Director</i>
Part Time & Full Time	<i>Full Time (Nonexempt)</i>

Job purpose

To provide support, and advocate for, the quality of life and personal preferences of adults with intellectual disabilities, giving them the tools for self-advocacy and to live independently in the least restrictive setting.

Duties and responsibilities

- To foster dignity and independence for persons served.
- Understand and protect the rights of persons served in accordance with Residential Support Services (RSS) policies, and all State and Federal regulations and guidelines.
- Arrive to assigned shifts as scheduled.
- All shifts require staff to be awake and alert.
- Transporting residents to work centers and return them home.
- Keep records of passenger numbers and maintain log books.
- Daily cleaning and sanitizing the bus.
- Operate bus on pre-defined routes.
- Perform daily inspects of bus.
- Report maintenance issues.
- Duties are subject to change at the discretion of the Finance Manager and/or the Executive Director.

Qualifications

- High degree of empathy and compassion for others
- Able to pass a criminal background check (State Mandated)
- Able to operate wheelchair lift on bus
- Able to pass random drug and alcohol screenings
- Able to lift 50+ lbs
- Able to work with people with physical and intellectual disabilities
- Good driving record, insurable
- Able to complete PASS training course

Working conditions

This job will require working in a vehicle setting. Preferred candidates will be able to interact in a positive, productive and professional manner with the community, coworkers, and with clients that have a wide array of mental, cognitive, physical, and social barriers to living successfully in the community

Physical requirements

Hours in a workday

Sitting 1 2 3 4 5 6 7 8 9 10 11 12 13 14
 Walking 1 2 3 4 5 6 7 8 9 10 11 12 13 14
 Standing 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Surface/Terrain: Flooring Concrete, General Outdoor Terrain, Vehicle

Key S – Seldom O – Occasionally (1 hour to 2 ½ hours)
 F - Frequently (3 – 5 hours) C – Continuously (5 hours a shift or more)

Activity	0-10lbs	11-24lbs	25-34lbs	35-50lbs	Over 50lbs
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Lifting

Knee High	F	F	O	S	S
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Lifting

Waist High	F	F	S	S	S
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Lifting

Overhead	S	S	S	S	S
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Bending: F Squatting: O Crawling: S Climbing: O Kneeling: S
 Reaching Above Shoulder Height: O Pushing: O Pulling: S

Dexterity:

Simple Grasping	Yes X	No
Firm Grasping	Yes X	No
Fine Manipulation	Yes X	No

Environmental Conditions:

Required to work outdoors summer - No
 Required to work outdoors winter – No
 Exposed to fumes – No
 Exposed to dust – Yes
 Exposed to gases – No
 Exposed to noise/vibrations – Yes
 Exposed to physical aggression from others – Yes
 Exposed to offensive odors/sights – Yes
 Exposed to blood borne pathogens – Yes
 Uses machines, tools and equipment on the job – Yes
 Uses protective equipment on the job – Yes

Approved by:	<i>Cal Calton, Interim Executive Director</i>
Date approved:	<i>3.11.21</i>
Reviewed:	<i>3.11.21</i>

I have read and understand my entire job description and the responsibilities as outlined above. I agree to maintain confidentiality about all aspects of my job as they relate to the individuals and the corporation. I also understand that this corporation reserves the right to revise or change my job duties and responsibilities as needed by business demands.

Staff Printed Name: _____

Staff Signature & Date: _____

Residential Support Services is an equal opportunity employer. Employment is based upon personal capabilities and qualifications without discrimination because of race, sexual orientation, color, national origin, religion, creed, sex, age, physical or mental disability, marital status, genetic information, veteran, disability status or any other protected characteristic as established by law.