

# **Community Action Program, Inc. of Western Indiana**

## **Job Description**

**Position:** MAC Van Driver

**Immediate Supervisor:** MAC Van Coordinator

**Supervisory Responsibility:** None

**Job Base:** MAC Van Office

**FLSA Status:** Non-Exempt

**Classification:** 2

**Effective:** September 2023

### **General Summary of Position:**

Primarily responsible for safely transporting the eligible elderly and disabled ridership of Fountain and/or Warren counties and for ensuring that vehicles are properly maintained, fueled, and cleaned.

### **Essential Functions:**

1. Maintain communications with dispatcher via cell phone.
2. Drive special routes as needed on a reservation basis as van schedulers allow.
3. Maintain daily gas, mileage, maintenance, and repair logs.
4. Responsible for turning in donations according to Agency Fiscal policy.
5. Remain non-discriminatory in dealings with participants, staff, and the public.
6. Responsible for keeping vehicles properly fueled and clean, and for periodic maintenance as deemed necessary by program supervisor.
7. Must be available for various training sessions as scheduled, i.e., defensive driving, CPR, passenger assistance, etc.
8. Assist with fund raisers for local monetary support.
9. Assist as needed, the disabled and/or elderly participants that may need special assistance boarding or deboarding the vehicles.

10. Other duties may be assigned dependent upon Agency need and demonstrated capabilities.
11. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

**Core Performance Responsibilities:**

A critical part of employee performance is the consistency of the employee in following Agency standards, rule and regulations, concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

**Qualifications:**

1. Must be able to secure and maintain valid Public Passenger Chauffeur's License issued by the Indiana Bureau of Motor Vehicles.
2. Prefer a flexible individual who is available to work varied hours, and a somewhat indefinite schedule at times.
3. Must possess the ability to communicate with the general public, co-workers, and have compassion for program participants.
4. No relevant experience necessary. Must be willing to learn assigned tasks, maintain a cooperative attitude, and maintain a clean driving record.
5. Must possess valid driver's license. Must maintain liability insurance on personal vehicle and provide proof of such to Personnel Department upon request.
6. All offers of employment and an employee's continued employment will be dependent upon the individuals' ability to secure and maintain proper licensing for the position.
7. Must meet any physical, visual, or other requirements that the Indiana Bureau of Motor Vehicles, Indiana Department of Transportation, funding sources, or other governing authorities may impose.
8. Must be able to lift 50 pounds and sit for extended periods of time.
9. Must have the strength and physical stature to assist the elderly or disabled who need special assistance boarding or debarking vans.