

Position Title: Route Driver

Position Summary: The Route Driver provides for the safe transport of persons receiving ProWorks' services; the driver is directly responsible to ProWorks' Program Managers.

Beginning Wage: \$9.86 per hour

Responsibilities and Essential Functions:

- 1) Regular attendance is required.
- 2) Provides assistance to passengers in and out of ProWorks' vehicles, and ensures that all passengers are secured using safety belts, shoulder straps or wheelchair tie downs. Reports transport problems to ProWorks Program Coordinator or Director as soon as possible.
- 3) Provides a positive role model to passengers, and interacts with passengers in a manner which respects their dignity and individual worth. Acquires medical and behavioral knowledge of every passenger to ensure their maximum safety.
- 4) Performs regular maintenance checks of vehicle and equipment to ensure their safe and proper operation; cleans interior and exterior of vehicle as needed, and reports vehicle repair and maintenance needs to ProWorks Director.
- 5) Has a "working" knowledge of and demonstrates adherence to written and unwritten ProWorks policies and procedures, MN DHS 245D Certification, MN Vulnerable Adult and Maltreatment of Minors Statutes and Rule, ProWorks Facility Abuse/Neglect Prevention Plan, MN Department of Human Rights, OSHA and any other applicable Federal, State County and City laws, standards, ordinances, practices or rules.

6) ProWorks provides training and assistance to persons with developmental disabilities; it is imperative that a driver is able to meet all known or yet to be discovered needs of passengers receiving ProWorks' services, and with this purpose in mind, it is required that the driver possess an exceptional ability to relate to people, counsel and problem solve for individuals requiring such support.

Qualifications:

- High School Diploma
- Must speak, read and write "fluent" English
- Must possess "good" math skills
- Must have a working knowledge of "basic" office and computer skills
- Must have and maintain Basic First Aid and CPR Certification
- MN Class C Driver's License and "acceptable" Motor Vehicle Record (MVR)