

**Vita-Living, Inc.  
Job Description/Performance Evaluation**

**Direct Support Professional - Driver**

Effective date: \_\_\_\_\_

Revision date: \_\_\_\_\_

<b>Job Title:</b> Direct Support Professional - Driver	<b>Employee:</b>
<b>FLSA Status:</b> Hourly/Non-Exempt <b>Unit:</b> Agency-wide	<b>Reports to:</b> Transportation Coordinator
<b>Date of hire:</b> _____ <b>Review type:</b> & Initial review of Job Description & 90-day & Annual & Other – Job duties revision	<b>Review Period:</b> From: _____ To: _____

While this position requirement statement is intended to be an accurate reflection of the job requirements, management reserves the rights to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

This is a Category I job. It involves tasks that expose you to blood, bodily fluids, and body tissues. All of the job-related tasks may involve potential exposure to mucous membrane or skin contact with blood, body fluids, or tissues. Use of appropriate protective measures (Universal Precautions and Bloodborne Pathogen Procedures) is required for every employee engaged in Category I tasks.

**Purpose of position**

To facilitate community of consumers, transportation to and from work or day services, and assist consumers in accessing generic community resources (e.g., doctors, dentists, barber, banks, therapists, churches, parks, community events, etc.)

**Nature and Scope of Position**

Drivers provide support to the Transportation Coordinator to ensure that consumers have necessary transportation services as determined by each consumer's Interdisciplinary Team. Drivers also provide direct support to consumers as needed to ensure their health and safety when using transportation services, and to assist consumers in the community.

**Principal Responsibilities**

1. Drivers will conduct all work with constant attention to safety for self and others (including, as examples only, making sure all passengers are properly secured before driving, proper use of wheelchair lifts, compliance with all safety laws, etc.).
2. Drivers will know about the needs of each consumer transported by the employee (e.g., behavioral concerns and formal behavior plans; medical issues such as seizures, shunts, etc.; items the consumer carries like glasses, lunch box, backpack, extra clothing, cigarettes; etc.).
3. Drivers will transport consumers in agency vehicles in accordance with schedules developed by the Transportation Coordinator's office (to include health care appointments, therapies, recreation and leisure, shopping, etc.).
4. Drivers will arrange passenger seating to make sure that all passengers are safe at all times (account for physical disabilities, behavioral issues, etc.).
5. Drivers will accompany and assist consumers on health care appointments as assigned; ensure all necessary paperwork is taken to the appointment, completed by the health care provider, and returned to the nursing office.
6. Drivers will participate in providing direct support for consumers at all times as needed (e.g., assisting consumers to get in and out of the vehicles, assisting consumers when the driver is staying on an activity such as a trip to the park, etc.).
7. Drivers will deliver and/or pick up paperwork, medications, adaptive aids, and other items as requested by the Transportation Coordinator.
8. Drivers will remain ongoing communication with the Transportation Coordinator by vehicle radio or telephone regarding current requests for transportation.
9. Drivers will conduct a visual inspection before driving any vehicle and fill in a report of inspection.
10. Drivers will wash vehicles in accordance with responsibilities assigned by the Transportation Coordinator.
11. Drivers will drop off and pick up vehicles for oil changes and repairs in accordance with responsibilities assigned by the Transportation Coordinator.
12. Drivers will complete a vehicle information report, provider log, and contact note for each transportation service provided.
13. Drivers will communicate with consumers, families, and supervisors in writing and verbally.
14. Drivers will adhere to universal precautions and bloodborne pathogen standards while working with the consumers.
15. Drivers will perform CPR and Heimlich maneuver if needed.
16. Drivers will immediately report any incidents involving consumers, employees, or others to the Transportation Coordinator, and follow up with written incident report within 24 hours.
17. Drivers will complete other duties as assigned by the Transportation Coordinator.

## Position Qualifications

Education and experience: High school diploma or GED. Experience working with persons with developmental disabilities preferred.

### Skills and abilities:

1. Must be emotionally secure and able to handle stressful situations.
2. Must be able to work alongside individuals with developmental disabilities.
3. **Must be able to understand the unique needs of each consumer and be able to provide appropriate direct support based on each person's needs.**
4. Must be able to work cooperatively with others for integrated programming.
5. Must have compassion and patience necessary to establish good working relationships with consumers and their families.
6. Must be able to demonstrate respect for consumers, families, and co-workers at all times.
7. Must have communication skills necessary to understand and to speak/write clearly in English.
8. Must have hearing and vision correctable to normal range for reading, writing, and speaking, and for responding to emergencies.
9. Must be able to use good body mechanics in controlling erratic behavior and participating in physical activities with consumers.
10. Must be mobile with quick response time to emergencies.
11. Must be totally committed to conducting all work tasks with constant attention to safety of self and others.
12. Must be reliable and punctual in attendance.

### Licensure/certification:

1. Defensive driving course must be completed within thirty (30) days of employment and annually thereafter.
2. Must maintain current CPR certification.
3. Must maintain current Texas driver's license.
4. Must maintain insurability with agency insurance carrier.

### **Tasks That Require Equipment/Tools and Knowledge of Their Safe Use:**

1. Driving passenger vehicles and vans.
2. Assisting passengers using wheelchair lifts, strap-downs for wheelchairs, and safety belts for ambulatory passengers.
3. Communication with transportation office and other vehicles using two-way radio system.

### **Safety and Health Risks:**

1. Slip and fall exposure.
2. Blood and bodily fluid exposure.
3. Physical and/or verbal abuse exposure from consumers and/or their families.
4. Exposure to muscle strains from lifting, stooping, reaching, twisting, and repetitive motion.

### **Physical Job Requirements:      O= Occasionally (1-33%)      F= Frequently (34-66%)      C= Constantly (67-100%)**

1. F      Lift and bear up to 50 pounds while working with consumers.
2. F      Dexterity to grasp small objects.
3. F      Walk in order to respond to needs of job.
4. F      Operate wheelchair lifts.
5. F      Push wheelchair with consumers whose total weight may exceed 200 pounds.
6. F      Bend, squat, stoop, and stretch while assisting and interacting with consumers, cleaning vehicles, etc.
7. C      Normal range of motion to drive, assist consumers.
8. C      Moderate to strong strength and stamina.
9. C      Vision and hearing correctable to normal range.

### **Employee's performance evaluation**

Rate the employee's performance using the following evaluation criteria:

**5 = Outstanding:** Performance consistently exceeds identified performance standards. Contributions and results attained consistently exceed expectations and represent top performance when compared with peers doing similar work.

**4 = Commendable:** Performance consistently meets identified performance standards and may exceed some standards. Contributions and results represent above-competent performance.

**3 = Competent:** Performance meets the identified performance standards on a consistent basis. Contributions and results meet expectations.

**2 = Needs improvement:** Performance meets some, but not all, identified performance standards. Performance must be more consistent to meet expectations and be evaluated as competent. Action plan, follow-up sessions required.

**1 = Unacceptable:** Performance is significantly below standards. Action plan, follow-up sessions required.

<b>Professional Behaviors</b>	<b>Rating</b>
1. Performs duties willingly and cooperates with other Vita Living employees to reach goals, solve problems, and meet established department and agency objectives.	
2. Communicates effectively with clients, co-workers, volunteers, visitors, and others. Uses established channels of communication and reporting relationships within the agency.	
3. Demonstrates initiative for identifying and resolving problems and conflicts and identifying and completing work assignments.	
4. Uses work time productively to complete tasks in timely manner, consistent with deadlines as appropriate. Pays attention to detail.	
5. Uses resources and materials wisely.	
6. Adapts to changes in a professional manner.	
7. Represents Vita Living with pride as demonstrated by statements and actions which reflect positively on the whole agency.	
8. Actively participates in working towards achievement/promotion of Vita Living's mission, values, and vision for the future.	
9. Respects the feelings and needs of co-workers, clients, volunteers, visitors, and others and is sensitive to their cultural, financial, physical, and social differences.	

<b>Attendance and Punctuality</b>	<b>Rating</b>
1. Reports for duty at assigned times. Follows Vita Living policy and procedures on reporting absences.	
2. Does not abuse break, meal or leave time.	
3. Accurately completes time sheets according to policy.	
4. Works other schedules or overtime as requested or required.	

<b>Professional Development / Quality Improvement</b>	<b>Rating</b>
1. Attends all required training within specified time frames.	
2. Maintains current licensure and/or certifications as required.	
3. Communicates knowledge of problems, deficiencies or opportunities for improvement to supervisor as appropriate.	
4. Maintains appropriate skills as demonstrated by successful completion of department-specific and other training within established time frames.	

<b>Position Specific Responsibilities</b>	<b>Rating</b>
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Goals / Quality Improvement Plan:

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Employee's Signature

Date

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Supervisor's Signature

Date