



**Title: Driver**

**Supervisor: Transportation Coordinator**

**Position Purpose:** Safely and respectfully transport consumers between personal residences and PAI, on designated community outings, and to and from vocational work sites.

**Job Responsibilities**

**Driving**

- Safely operate a variety of vehicles, and all other related equipment, according to PAI requirements and manufacturer specifications.
- Adhere to all State/Federal regulations governing the transportation of passengers and operation of motor vehicles.
- Complete vehicle safety inspections and follow DVI and Discrepancy Reporting procedures.
- Safely assist consumers into and out of the vehicle and safely operate a wheelchair lift.
- Safely transport passengers through proficient use of all designated safety equipment.
- In so far as is safely possible, maintain a daily AM/PM fixed route schedule within +/- ten minutes of posted arrival times.
- Actively employ defensive driving techniques in such a way as to remain accident free ("preventable" as determined by PAI Management).
- Maintain current First Aid/CPR certification.
- Pass initial MN DOT physical and drug/alcohol test. Follow and meet all other physical and drug/alcohol testing requirements thereafter.
- Pass initial MVR check (as determined by CDL standards) and follow-up checks thereafter.
- Adhere to all PAI and PAI Transportation Department's code of conduct, including, but not limited to: communication, attendance, dress code, punctuality, infection control, professional standards, and safety.
- Clean and sanitize vehicle interior and wash vehicle exterior weekly.
- Report all unsafe equipment and/or behavioral concerns promptly to the appropriate person.

**General**

- Follow all values, Employee Handbook policies/procedures, and all other related rules and regulations.
- Sign and follow drug and alcohol testing policy.
- Follow procedures for reporting any accidents or incidents
- Read, sign and follow each consumer's Risk Management Plan.
- Follow work schedule with regular, punctual attendance.
- Maintain confidentiality of company related information.
- Follow established data privacy laws related to all consumer and employee information.
- Attend and document all in-service training as required.
- Willingly assume additional responsibilities as requested.
- Meet the following physical requirements of the position:

◆ Perform heavy lifting (between 50-80 lbs)	01-10% of the time
◆ Perform light lifting (less than 50 lbs usually around 5 lbs)	10-25% of the time
◆ Push/Pull persons who weigh between 100 – 200 pounds in wheelchairs	15-35% of the time
◆ Stand to assist clients	20-40% of the time
◆ Perform other duties such as sitting while driving, and occasional movement	45-75% of the time

*Note: Reaching, bending, twisting and squatting are involved throughout each and every day.  
The above physical requirements are averages. Actual physical activity may vary from day to day.*

**Minimum Qualifications**

- 25 years of age or older (insurance requirement).
- High school diploma or GED.
- Maintain current driver licensure and DOT Physical card.
- Pass a DOT physical and drug test prior to employment
- Pass DHS background study and maintain qualification to provide direct support services.
- Pass routine MVR checks.
- Pass drug/alcohol testing as requested.

\* This job description is subject to change at the sole discretion of PAI.

\*\* All job functions listed above are considered essential.

I have reviewed and fully understand the job duties and qualifications above. I also understand that my signature does not imply a contract with Phoenix Alternatives, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

"AN EQUAL OPPORTUNITY EMPLOYER"

*revised 12/09*