

SENIOR SERVICES OF CENTRAL ILLINOIS JOB DESCRIPTION

DEPARTMENT: Senior Transport

POSITION: Transport Driver (Part-Time – Up to 19 Hours per Week)

The Senior Transport Program of Senior Services of Central Illinois (SSCIs) provides transportation to adults sixty years of age or older, as well as individuals with disabilities living in Sangamon County. This program is funded by AgeLinc, United Way, and donations. This service enhances SSCI's ability to reach out and serve the older clientele of Sangamon County in need of transportation.

Duties:

- Professionalism, helpfulness, courtesy, patience, flexibility, kindness and empathy for the clients is always required.
- Drivers will be responsible for adhering to a scheduled route of pick-ups and drop-offs of clients while maintaining flexibility for additional trips.
- Drivers will complete a Vehicle Inspection Checklist each day for the vehicle assigned, which will include all equipment inside the vehicle as well as outside the vehicle. Any problems noted should be recorded and reported immediately.
- Drivers will perform a variety of physical tasks, including assisting in the loading and unloading of passengers and securing of wheelchairs, scooters and other mobility devices.
- At each stop the driver must de-board, open the door for passengers, set the portable step firmly on the ground, if needed, and offer a helpful hand to passengers entering or leaving the vehicle, walking door-to-door with those clients requiring assistance.
- Drivers are not allowed to go inside a client's residence for any reason.
- Drivers are responsible for placing the collection box in their assigned vehicle each day, providing each client with a copy of Senior Transport Policies upon the request of the client. Drivers turn in all money into the Transportation office at the end of each shift.
- Clean and sanitize the inside and outside of vehicles assigned as well as other small upkeep items including, but not limited to attachment of license plates, posting of signs, etc.
- Adhere to all SSCI and Senior Transport policies.
- Attend and participate in all required onsite and online safety trainings and courses.
- Other duties as assigned.

Qualifications, Requirements, and Experience:

- Drivers will possess a High School diploma or equivalent.
- Drivers must pass a criminal background check that may include fingerprinting. Drug screening as well as physical exams may be requested. Random drug testing and fitness for duty exams are ongoing throughout employment.
- Obtain and maintain a valid Illinois Driver's License (J05 classification) with a clean driving record.
- CPR/First Aid Certification
- Knowledge of city streets and county roads and a working knowledge of two-way radio equipment will be preferred.

Physical Demands:

- **Mobility Assistance:** Drivers frequently need to help seniors into/out of vehicles, which may involve lifting, guiding, or maneuvering individuals.
- **Wheelchair Ramp/Lift Operation:** Ability to operate full-size/mini-van wheelchair ramps and lifts, secure wheelchairs, and check equipment safety.
- **Physical Stamina:** Drivers must be capable of sitting, standing, and walking for extended periods without fatigue.
- **Strength & Coordination:** Reaching, lifting, bending, stretching, and twisting are commonly required, along with using hands/feet to operate equipment and pedals.
- **Sensory Acuity:** High levels of vision (detecting details, night driving, peripheral vision) and hearing are required for safety.

Supervision: This position reports directly to the Director of Senior Transport.

Hours of Employment: The schedule for this position is Monday through Friday only and shift may vary slightly (up to 19 hours per week) depending upon scheduling coverage needs.

Starting Pay Rate of \$15/Hr.