

Washburn County Veterans Service Commission

Job Description

Job Title: Van Driver

Hours: As-Needed Basis

Classification: Part-Time

Grade: 03-2080

OBJECTIVE

To provide reliable and courteous transportation service to Veterans for medical appointments with the Veterans Administration Medical Center – Minneapolis with safety a top priority; to provide a communication link between Veterans and WC Veterans Service Office staff; to operate and maintain assigned vehicle(s); and to maintain vehicle records.

GENERAL STATEMENT OF DUTIES

This is a responsible non-supervisory position. Duties include operating and maintaining transportation vehicles with a focus on safety, client courtesy and timeliness; performing daily pre-trip and post-trip vehicle inspections; performing minor maintenance tasks on the vehicles when necessary; fueling the vehicles; ensuring that periodic scheduled vehicle maintenance is reported; preparing trip reports; preparing accident and incident reports as necessary; assisting passengers and Veterans in and out of the vehicle; and providing other services, as requested by management, when not engaged in medical transportation service.

PREFERRED QUALIFICATIONS

- High school graduation or G.E.D.
- Must possess a safe driving record.
- Any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities, provided the safe driving record requirement.
- Ability to drive a multi-passenger vehicle safely and appropriately.
- Ability to read and interpret road signs.
- Ability to read, understand, and adhere to the rules and regulation of the Wisconsin Department of Transportation and United States Department of Transportation.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective professional relationships with Veterans, co-workers, and management.
- Ability to prepare concise and accurate records and reports; extensive knowledge of the operations and features of assigned vehicle(s).
- Ability to recognize vehicle maintenance needs.
- Skilled in reasoning skills to interpret policies and procedures, maps, and route directions.
- Ability to administer First Aid and CPR.

ESSENTIAL DUTIES

- Operates assigned vehicle in a safe and courteous manner.
- Maintains defensive driving.

- Provides a communication link between client Veterans and staff.
- Assists passengers in and out of the vehicle; operates securement devices, as needed.
- Reads and interprets maps and driving directions to plan the most efficient route service for clients.
- Keeps the vehicle(s) clean inside and outside.
- Maintains accurate time log, vehicle maintenance records, fuel purchase receipts, incident reports, accident reports, vehicle condition reports and other records that are requested from management.
- Fuels the assigned vehicle(s).
- Coordinates the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions.
- Responds immediately to accident or medical emergencies by notifying emergency response providers, and safely rendering First Aid until emergency personnel arrive.
- Serves as a positive role model while providing transportation service.
- Visits inpatient Veterans at the Veterans Administration Medical Center, Minneapolis.
- Complies with Veterans Administration driver training and driving requirements.
- Maintaining client confidentiality. Veteran matters shall not be discussed with anyone outside of the realm or his/her job responsibilities. Client information shall not be discussed with or provided to anyone outside of the office without written consent from the client, or next of kin should the veteran be deceased.

NON-ESSENTIAL DUTIES

- Staff manages the scheduling of the clients' transportation.
- Work schedule provided by management on a weekly basis, as available.
- Performs such other duties, as may be required.

CERTIFICATES AND LICENSE REQUIREMENTS

- Must possess a valid Wisconsin driver's license; driving record must be free and clear of moving violation citation for 5 years previous to employment; and
- Must pass the pre-employment drug screening.
- Must pass a Washburn County background check.
- Must pass a Veterans Administration physical examination and background check.
- Must have valid personal vehicle insurance.