

**Federated Transportation Services
of the Bluegrass, Inc.**

JOB DESCRIPTION
DRIVER

SUMMARY: Provide direct transportation services for individuals including boarding and disembarking assistance. Perform necessary vehicle maintenance and record keeping.

SPECIFIC TASKS:

A driver is required to have a thorough working knowledge of Driver's Handbook, which includes the following:

1. Maintain assigned schedules as dispatched.
2. Maintain accurate, legible, and complete daily reports and forward to office on a daily basis.
3. Maintain order on vehicle at all times reporting any unsafe, unruly or disruptive behavior.
4. Maintain clean, well-groomed appearance.
5. Ensure time charged to FTSB is spent completing assigned duties.
6. Handle all persons in mobility devices and / or using the lift in a safe manner, to not cause injury to the passenger or self.
7. Serve as escort with another driver, as needed, using techniques of Passenger Assistance training.
8. A daily safety inspection and maintenance of the vehicle and report any problems to supervisor on a timely basis.
9. Assisting all passengers with patience, safety, courtesy, and friendly manner throughout the trip.
10. Maintain interior and exterior cleanliness of vehicle.
11. Work flexible hours. Drivers are paid for actual time driving or when engaged to wait on passengers.
12. Adhere to confidentiality and all policies of FTSB.
13. Using established procedures to report breakdowns and emergencies to the Supervisor as quickly as is practical under the circumstances.
14. Attending required training sessions and other required FTSB meetings.
15. Any other duties as directed by the Operations Manager and/or Executive Director.

QUALIFICATIONS: Must have five years safe driving experience and valid Kentucky driver's license. Must be physically capable to assist passengers, lift 50 pounds, and pass a physical examination and drug screening prior to employment.

SUPERVISOR: Driver's Coordinator

THE ABOVE DUTIES AND RESPONSIBILITIES HAVE BEEN EXPLAINED IN DETAIL

I have read this job description, understood its requirements, and agree to perform according to its duties and standards.

Signature of Supervisor

Signature of Employee

Date

Date