

ROSE-MARY CENTER

JOB DESCRIPTION

Job Title: Van/Bus Monitor

Job Date: Revised April 2010

BASIC FUNCTION:

Under the immediate supervision of the Transportation Manager, assists in transporting clients to and from school, work and other activities in a timely manner in accordance with regulations and procedures set forth by the Ohio Department of Education.

RESPONSIBILITIES:

Assists driver in ensuring that assigned vehicle is safe and operational via daily pre-trip inspection reports and documenting that the vehicle receives proper preventive and routine maintenance. Follows all safe work practices on laws regarding the transportation of clients. Report all safety concerns to the Transportation Manager or his designee.

Completes required documentation per protocol, including maintenance checklist, mileage logs, daily absentee sheets, monthly attendance logs, unusual incidents reports etc.

Follow established activity or work-site procedures for pick up and drop off. Assists passengers with gait problem using canes, walkers or other adaptive equipment as needed during loading/unloading and in transport to ensure a safe and enjoyable passenger environment.

Ensures that only designated passengers are being transported, and are safely secured using the appropriate restraint (i.e. seat belts, wheelchair tie-downs, etc.)

Interacts with all residential and work-site staff in a professional manner at all times. Act as an appropriate role model for individuals served, interacting in a positive and respectful manner.

Assists the driver in keeping both the interior and exterior of the assigned vehicle clean.

Assist in maintaining receipts for maintenance and fuel, ensuring that all are submitted to the Transportation Manager or designee.

Attends all mandatory In-Services, training programs and meetings as scheduled.

Performs other similar or related duties.

POSITION REQUIREMENTS:

Must be a high school graduate or the equivalent.

Must possess a valid Ohio Driver's License with a safe driving required; can have no more than 4 points.

Must have a clean criminal background check.

Must be at least 21 years of age with at least five (5) years personal driving experience.