

**CCAR INDUSTRIES  
JOB DESCRIPTION**

**JOB TITLE:** Transportation Clerk/Bus Driver

**DEPARTMENT:** Transportation

**FLSA STATUS:** Non-Exempt

**GENERAL SUMMARY:**

The Transportation Clerk/Bus Driver reports directly to the Transportation Supervisor. The Transportation Clerk/Bus driver is responsible for carrying out all aspects of clerical duties as assigned for Transportation and for safely transporting agency consumers to and from programs and activities.

**DUTIES AND RESPONSIBILITIES:**

1. Be able to safely operate a variety of vehicles.
2. Promote and practice the philosophy of a team approach and encourage each consumer to become more independent and productive in everyday life.
3. Maintain clean and neat office or work area, to include assigned vehicle.
4. Confer with Transportation Director on clerical and transportation issues.
5. Implement Behavior Management programs, as needed, and utilize Behavior Management techniques for all consumers, including reinforcements to motivate consumer potential. (This includes recognizing signs of behavior escalation and intervention to prevent.) Complete documentation for any behavior occurrence.
6. Assist consumers getting on and off the van.
7. Maintain and requisition supplies through the Program Director.
8. Increase skills and knowledge through independent reading and other in-service training.
9. Transport and/or supervise consumers on community outings and provide training on community awareness as well as appropriate community behavior.

Established: 04/2003  
Revised: 03/13/2006  
Reviewed: 03/2012  
Revised: 05/14/2014  
Revised: 06/24/2015  
Revised: 01/09/2019

10. Advocate for consumers' best interests, health, and safety by keeping current on DHS Rule 119 and OIG Rule 50. Report abuse, neglect, and/or exploitation of any consumer, according to those rules and CCAR policy.
11. Participate in staff meetings during or after regular work schedule, as needed.
12. General typing for Transportation Department. Operate a computer to organize information and files, using various programs, including Microsoft Word and Excel.
13. Assist the Transportation Director to maintain staff time sheets daily and through MITC electronic pay period schedule, every two weeks, throughout the calendar year.
14. Maintain a detailed filing system for general transportation and vehicle specific information. Keep Director aware of revisions to the system.
15. Work independently and/or with supervision.
16. Maintain flexibility in work duties or assignments, including working at either DT program and Transportation Department.
17. Maintain driver's license and automobile insurance if transporting consumers in personal vehicle.
18. Work assigned schedule, including being on time for work and back from breaks within the appropriate time frame (i.e. take the amount of time scheduled, unless directed otherwise by your supervisor).
19. Set an example for consumers in manner of dress, hygiene, actions, and behavior.
20. Be aware of, and remove, safety hazards and practice accident prevention.
21. Maintain certification in First Aid, and CPR, and CPI Nonviolent Crisis Intervention.
22. Provide minor First Aid and/or CPR, as needed.
23. Complete Accident/Incident reports, as necessary. Notify consumer's Case Manager and/or nurse of all accident/incidents.
24. Be aware of, and follow, agency policy on Health and Safety, including all directives related to policies for evacuation and supervision of consumers during natural or other disasters.

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25. Pick up each consumer in the morning and returning each consumer to his/her place of residence in the evening.
26. Ensure that wheelchair procedures and operations are strictly followed.
27. Maintain proper order among consumers while on the vehicle and review the Transportation Policy with consumers at least twice a year (Document and file these review dates).
28. Inspect vehicle daily and report any mechanical or safety deficiencies to Transportation Supervisor and complete pre-trip and post-trip inspection documentation, if necessary.
29. Assist in the securing of repair work for the vehicles.
30. Check and maintain proper lubricant and coolant levels in vehicles daily.
31. Constantly monitor vehicle fuel level and refill as necessary (one-half tank or above).
32. Maintain reporting forms on the vehicles as needed.
33. Ensure that the interior of the vehicle is clean and free of debris.
34. Monthly, check the fire extinguishers and first aid kits to ensure that contents are adequate and serviceable.
35. Assist in off-time use of vehicles (drive) whenever possible.
36. Attend monthly in-service, as scheduled.
37. Perform other related duties, as required or assigned.
38. Be able to drive a transportation route in a van or non-CDL licensed bus, for either morning or afternoon transportation needs, as necessary.
39. Continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.
40. In the absence of the Transportation Director, coordinate with the Assistant Executive Director to ensure the transportation system operates well, supervisory issues are addressed, and consumers' needs are met.

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41. Be familiar with and follow:

- A. Agency orientation packet including transportation policy, vehicle policy, vehicle med and emergency behavior, vehicle accident policy.
- B. Transportation contingency plan during supervisor's absence.
- C. Emergency notebook and DNR instructions.
- D. Wheelchair lift and tie down procedures.
- E. Policy on drug and alcohol abuse.
- F. Federal Motor Carrier Safety Regs and Illinois Department of Transportation Regs.
- G. Procedure for Behavior Situations on Bus.
- H. Procedure for Seizure Situation on Bus.

**IMMEDIATE SUPERVISOR:** Transportation Supervisor

**SUBORDINATES:** Not Applicable

**QUALIFICATIONS:**

Minimum of a high school diploma preferred or GED Certificate or demonstrate competency at that level on a standardized test. Prefer experience working with a developmentally disabled population, a basic understanding of medical terminology, and a valid Illinois driver's license.

Receive a clearance on the Illinois Health Care Workers Background Check and the CANTS Criminal Background Check.

**EMPLOYEE ACKNOWLEDGEMENT:**

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

\_\_\_\_\_  
**Employee Signature**

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**Date**

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