



## POSITION DESCRIPTION

**POSITION:** Driver  
**DEPARTMENT:** Transportation  
**REPORTS TO:** Transportation Supervisor  
**FLSA STATUS:** Non-Exempt

**Job Summary:** Transports students and staff to various location by car, van, or bus for recreational and educational purposes. Performs and documents preventative maintenance, janitorial or corrective maintenance services, as assigned.

### Duties:

- Drive vehicles to designated destinations as assigned.
- Compliance with state and local motor vehicle laws.
- Ensure all vehicles are equipped with fire extinguishers, emergency warning lights, roadside flares/reflectors, emergency contact numbers, and well maintained first-aid kits.
- Provide transportation to and from the center daily for nonresidential students.
- Provide transportation to and from the center's designated arrival point for students using government-paid transportation.
- Provide transportation for students to and from off-center training, work-based learning, and off-center activities.
- Provide transportation for students to and from off-center medical/dental appointments.
- Comply with company and Job Corps travel policies and all Federal travel guidelines.
- Protect government credit cards and maintain receipts for all fuel and other purchases for audit.
- When assigned, upload mileage and fleet usage in JC Suite of Applications.
- Clean and inspect all vehicles weekly.
- Implement practices to reduce the consumption of petroleum fuel through efficient fleet operations.
- Drive safely and delivers students, staff, and products within deadlines.
- Analyze delivery address, determine appropriate routes and maintain schedule.
- Report any accidents or injuries to Supervisors immediately.
- Load and unload products from trucks and trailers, as assigned.
- Perform vehicle inspection such as checking fluid level and tire pressure.
- Ensures driver and passengers wear seat belts, when available. When transporting infants, restraints must meet applicable state requirements.
- Ensures no vehicle is loaded (with personnel or materials) beyond the vehicle's rated capacity.
- Ensures students are not transported in the back bed of a pickup truck or other open bed vehicle unless such vehicle has been equipped with appropriately designed and constructed seating and safety restraints.
- Ensures all aisles in buses and vans shall be kept free of luggage, tools, and equipment.
- Ensures no bus transporting personnel shall have the emergency door locked or constricted.

- Notify supervisors about any major repairs and maintenances.
- Follow local and state driving laws and road regulations.
- Schedules and delivers vehicles for routine preventative or corrective maintenance at approved facilities.
- Perform vehicle inspection before and after each trip.
- Adhere to company operating policies and procedures.
- Maintain driving log, prepare vehicle performance forms and complete daily paperwork
- Provide special care in delivering fragile and hazardous products.
- Submits required reports to the appropriate department head.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Ensures the safety, health, and security of students, staff, and property.
- Maintains good housekeeping in all areas and complies with safety practices.
- Models, mentors, and monitors career success standards.
- Helps students become more employable through continuous reinforcement.
- Participates in PRH mandated staff training. Failure to participate may result in disciplinary action up to and including termination.
- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, and Center policies and procedures.
- Performs other duties as assigned within the individual's scope and capabilities.

**Qualifications and Experience:** High School Diploma or equivalent required with a minimum of one year experience. Valid State Driver's License; valid Commercial Driver's License Class B CDL with passenger endorsements.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

*This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.*

**EMPLOYEE ACKNOWLEDGEMENT:**

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

<b>Employee's Name (Print)</b>	<b>Signature</b>	<b>Date</b>

<b>Supervisor's Name (Print)</b>	<b>Signature</b>	<b>Date</b>

**DOL APPROVAL**

<b>COR Name (Print)</b>	<b>Signature</b>	<b>Date</b>