



## JOB DESCRIPTION Part Time Driver

Adrian Dominican Sisters

Issue Date: 9/5/07	Rev. No 2	Rev. Date: 8/26/16	Page 1 of 2	Approved By: <i>Sara Stoddard</i>
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**DEPARTMENT:** Transportation

**REPORTS TO:** Campus Fleet Manager

**FLSA:** Nonexempt

### **GENERAL SUMMARY:**

To provide transportation services as needed and as assigned consistent with the mission, vision and values of the Adrian Dominican Sisters campus.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Drives Sisters to their appointments as scheduled.
2. Provides assistance and transportation for Sisters needing van transporting.
3. Provides transportation to/from airports, bus stations and train depots.
4. Responsible to keep all campus pool cars filled with necessary fluids.
5. Responsible for removing snow and ice from vehicles and surrounding areas
6. Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing safety and health while performing duties.
7. Performs other duties as assigned by supervisor.

### **REQUIREMENTS:**

Education:

- A High School diploma is required.

Experience:

- Previous chauffeur experience preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Valid Chauffeur's license and a good driving record required.
- Ability to maintain a high level of confidentiality.
- Must be proficient in the use of computers and have ability to learn new programs.
- Ability to read a map and follow directions.
- Patience and flexibility.
- Possess a caring and pastoral attitude.

**Part Time Driver**

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- Ability to assist a disabled person to move in and out of vehicles.
- Interpersonal skills.
- Ability to drive the passenger van.
- Ability to carry and anchor wheelchairs for van transport with up to 350 pound residents.

**Physical:**

- At times has to lift wheelchairs and assist sisters in getting in/out of car
- At times has to assist with lifting and carrying luggage.
- Must be sighted and capable of hearing.
- Must be able to sit, stand, stoop, bend, reach and walk up to 8 hours a day.
- Must be able to lift up to 50 pounds and push up to 350 pounds.

**WORKING CONDITIONS:**

- Approximately 39 hours per pay
- Variable hours and workdays; some nights, early mornings and weekends.
- Necessary to be on-call for scheduled weekends on a rotation basis.
- Trips may vary in distance and time commitments.
- At times has to lift wheelchairs and assist sisters in getting in/out of car.
- At times has to assist with lifting and carrying luggage.
- At times must be outside in inclement weather to clear snow/ice off vehicles and surrounding areas
- At times must drive at night and/or in inclement weather.

**ACCOUNTABILITY:**

Accountable to the Campus Fleet Manager

**DISCLAIMER CLAUSE:**

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

\_\_\_\_\_  
Co-Worker (print)

\_\_\_\_\_  
Co-worker

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date