



MEALS on WHEELS
MONTGOMERY COUNTY

TITLE: DRIVER
DEPARTMENT: TRANSPORTATION
POSITION TYPE: Full Time, Hourly 40 hours
WORKDAYS/HOURS: Monday – Friday, 7am – 4pm / Days Vary, Hours Vary
LOCATION: 111 S 2nd St, Conroe TX 77301
PAY RATE: \$13.00 per hour.
REPORTS TO: Compliance Director

SUMMARY

Drivers, safely and efficiently, transport clients from their homes to their destinations, following directives for safety, routing and helpfulness. Drivers also complete paperwork and do routine maintenance on vans and automobiles.

DUTIES AND RESPONSIBILITIES

- 1) Drives a 15-passenger or less bus, a 6-passenger van, or other automobile to provide transportation for senior citizens to the assigned destinations. Follows highway regulations and defensive driving principles.
- 2) Assists clients into and out of the vehicle to assure their comfort and safety. Takes special precautions for elderly, disabled, weak or ill passengers.
- 3) Communicates with dispatcher by telephone regarding times, routes and pick-up or drop-off of riders; assuring the most efficient use of time, vehicles and other resources.
- 4) Fills in necessary forms, such as the Transportation Log, Trip Sheets, Vehicle Checklist, Journal Sheet, and Incident or Accident Report, in order to maintain accurate records of all activities.
- 5) Performs daily inspection of the vehicle for lights, turn signals, fuel, fluid levels, tires and other maintenance items. Repairs or reports mechanical and safety problems immediately.
- 6) Uses a wheelchair lift, safety belt, battery cables and fire extinguisher when needed.
- 7) Attends training and staff development meetings to comply with state and federal regulations.
- 8) Driving up to 8 hours a day.



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EMPLOYMENT STANDARDS

- High school graduation or completion of the G.E.D., and at least two years of driving experience in transportation services. Experience working with seniors is preferred.
- Requires good communication skills and the ability to use the telephone, cellular phones and a tablet.
- Requires the ability to drive vans or automobiles to transport one or more persons.
- Typically requires up to eight hours per day of combination driving, sitting, standing or moving about, with frequent interruptions.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 50 pounds.
- Requires the ability to transport/perform all job duties as needed by the agency.
- Requires frequent squatting for securement of wheelchairs, powered scooters and frequently going up and down stairs.
- Requires the ability to operate a wheelchair lift manually and assist clients on and off the bus.
- Requires CPR/First Aide certification, class provided by MOWMC.
- Requires: A valid Texas Drivers License, Pass Drug Testing, Pass Background check and have a clean MVR.
- Requires: The ability to pass one on-line defensive driving courses yearly
- Requires the wearing of a safety belt when working, except during lunch time or breaks.

NOTE

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. All jobs are subject to change.