



**TITLE:** TRANSPORTATION DRIVER  
**DEPARTMENT:** TRANSPORTATION  
**POSITION TYPE:** Full Time, Hourly  
**WORKDAYS/HOURS:** Monday – Friday, 7am – 4pm  
**LOCATION:** 111 S 2<sup>nd</sup> St, Conroe TX 77301  
**SUPERVISES:** N/A  
**REPORTS TO:** Compliance Director

### **SUMMARY**

The Meals on Wheels Montgomery County (MOWMC) Transportation Driver is responsible for safely and efficiently transporting clients from their homes to their destinations, following directives for safety, routing, and helpfulness.

### **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, 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) Completes required training courses and attend staff meetings to stay informed about policies, regulations, and current activities of the organization.
- 9) Completes all other duties as assigned.

### **EMPLOYMENT STANDARDS**

- Requires a high school diploma or completion of the G.E.D.
- Requires two years of driving experience in transportation services.
- Experience working with seniors is preferred.
- Proficient with the use of cellular devices, navigation applications and tablets.
- 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 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.
- Adheres to MOWMC Policy and Procedures.
- Requires excellent communication skills and the ability to work positively with seniors, staff members, visitors, volunteers, community leaders and the public.
- Requires a valid Texas Driver's License, Pass Drug Testing, Pass Background check and a clean Motor Vehicle Report.

**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.