

# ***THE MEADOWS OF NAPA VALLEY***

## **BUS DRIVER - JOB DESCRIPTION**

Department: Transportation

Reports To: Facilities Services Director

In the following job description:

E – Essential job duty

N – Non – essential job duty

### **POSITION PURPOSE:**

The driver of The Meadows' buses is responsible for providing our residents with routine and regular transportation to outside facilities and services within Napa, to Vallejo, St. Helena, or surrounding communities. The Driver is responsible for providing transportation to and from all resident outings and excursions. It is imperative that the Driver ensures that the vehicles owned and operated by The Meadows meet all California Highway Patrol regulations and are properly maintained and serviced regularly.

### **SPECIFIC RESPONSIBILITIES:**

- E Drives residents to medical appointments, banking, errands and special events to and from surrounding areas.
- E Completes pre-operation bus checklist form each workday before operating each vehicle.
- E Maintains interior cleanliness of bus by sweeping and vacuuming the vehicles weekly and maintain washing the exterior of the bus twice a month.
- E Assists in scheduling preventive maintenance and routine service of vehicles.
- E Performs minor preventive maintenance and service on bus, especially related to safety of vehicle.
- E Inspects vehicle to check for any malfunctions or deficiencies and reports immediately to supervisor.
- E Assists residents on and off the bus and may accompany residents to entrances or inside of buildings, if required. The driver may also assist residents with packages and other items purchased on shopping trips or excursions.
- E Maintains a transportation signup sheet for the purpose of tracking all medical appointments, banking, errands and scheduled activity outings.
- E Pick up medications at pharmacies per requests from Assisted Living.
- N Attend mandatory in-service meetings to keep abreast of changes in health, safety regulations, employee policies and emergency procedures.
- N Be knowledgeable of emergency procedures and act in a calm manner when there is an emergency.
- N Performs other tasks as assigned.

### **JOB SPECIFICATIONS:**

#### **Hours:**

Non-exempt position. Work hours shall remain flexible to meet the needs of the facility, its staff, and operations. Occasional overtime as required.

**Knowledge:**

Holds and maintains a current CDL (Commercial Drivers License/Class B with passenger endorsement). (E) Has experience in bus driving. (E) Maintains a very good driving record and is insurable. (E) Familiar with the geographic area involved. (E) Ability to understand oral and written communication. (E) Possess excellent verbal communication skills (E)

**Independent Judgment:**

Makes limited decisions regarding van operation and passengers. (E) Questionable matters are referred to supervisor. Able to use sound judgment for safe driving.

**Relations with Others:**

Job role requires regular interaction with staff, other departments and residents. Requires courtesy and basic tact to maintain positive relationships.

**Working Conditions**

Work is mostly sedentary. Involves some light lifting (up to 35 lbs.) in regard to carrying resident packages. (E) In emergency situation may be required by necessity to lift a person. (E)

**Job classification:**

Category I

**HIPAA**

Minimal

**Safety**

All employees are responsible for complying with facility safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co-workers, patients/residents, and visitors.

**Impact of Actions:**

Actions may affect the safety and welfare of passengers and/or residents.

**Supervisory Responsibility:**

None

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. The Meadows of Napa Valley's needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that The Meadows of Napa Valley reserves the right to revise and/or change job duties and responsibilities as needed.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date