

SENIOR VAN DRIVER

DEFINITION

To operate a light vehicle to transport clients to and from designated locations within the county. The Senior van driver will prioritize and coordinate client transportation.

DISTINGUISHING CHARACTERISTICS

The Senior Van Driver differs from the Van Driver as the Senior Van Driver is responsible for prioritizing, coordinating and assigning the transportation of clients receiving health or social services to the Van Drivers and themselves.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Supervising Clinician and the Health Services Program Manager (Mental Health). Supervise and schedule Van Drivers.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Operate and drive a light motor vehicle to pick up and deliver clients and children to a designated location within the county or various sites out of Glenn County.

Oversee the scheduling of clients' transportation, coordinate and assign clients' transportation to van drivers.

May include on-call for driving after hours and on weekend crisis calls, both in and out of Glenn County.

Adhere to time and transportation schedules to ensure clients are able to meet their scheduled appointments.

Pick up and deliver paperwork, charts, equipment, materials, and supplies at various locations as assigned.

May use assigned vehicle to move clients' belongings from one location to another as directed.

Check oil, gas, tires, etc. of assigned vehicle regularly to ensure safety and good mechanical condition.

Clean, wash and polish assigned vehicle inside and out routinely; maintain a professional (clean and orderly) appearance of the county vehicle assigned to you at all times.

Submit accurate records and reports in a timely manner as required.

Assist with general clerical/office tasks as required, including but not limited to answering the telephone, opening and closing buildings, maintaining office cleanliness, etc.

In endeavoring to be culturally competent will attend relevant trainings and perform surveys as requested.

May assist with program preparation and implementation as requested by staff persons, with approval of the Supervising Clinician.

Assist in the selection process of new Van Drivers.

Train, schedule and act as lead worker over other Van Drivers. Assist Van Drivers in providing back-up services to other staff persons, when appropriate. Provide input to Supervisor for subordinates' employee evaluations.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Safe driving practices.

Provisions of the California Motor Vehicle Code applicable to the operation of vehicles.

Streets, geography and landmarks of Glenn County.

Basic preventive maintenance and requirements of automotive equipment.

First Aid.

Ability to:

Drive and operate a light vehicle safely and efficiently.

Maintain a valid and current California Drivers License.

Obey all laws and drive safely.

Read a road map.

Exercise good judgment in the operation of a passenger vehicle.

Maintain simple records.

Supervise and train van drivers.

Follow oral and written instructions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year experience in the operation of a light van or bus in the transportation of passengers.

Training:

High school diploma or GED equivalent supplemented by training in the operation of motor vehicles in the transportation of passengers.

LICENSE OR CERTIFICATE

Possession of or the ability to obtain a valid California driver license, Class C or B when required.

Classification Code:	9341600
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"