

## **Employee Position Description**

**Title: Driver**

**Driver Department**

**Reports To: Driver Coordinator**

### **Qualifications:**

Must be at least 25 years of age. Must have high school diploma or GED. Must be able to read, write and execute instructions in person, over a two way radio and in writing. Must be able to complete record sheets for service and have minimum knowledge of vehicle trouble shooting. Must have a good knowledge of Chicago streets and suburbs. Must be able to work with elderly and disabled persons in a positive, helpful and cooperative manner. Personal hygiene is required. Driver must possess a valid State of Illinois driving license with a current clean MVR report.

### **Duties and Responsibilities:**

1. Drives vehicle to transport passengers for hire.
2. Plans routes to destination, and evaluates alternatives for unexpected detours or emergencies.
3. Picks up passengers in response to radio or telephone relayed request for service.
4. Follows proper procedure when transporting passengers
5. Exhibits safe and defensive driving skills
6. Opens and closes doors and starts and stops vehicle to allow easy entry and exit of passenger.
7. Assists passengers, as need with entry and exits.
8. Reports by radio to Dispatcher on completion of trip.
9. Complies with local traffic regulations.
10. Evaluates and maintains proper speeds and distances based on road conditions and traffic conditions
11. Completes accident and/or incident reports
12. Collects and records appropriate cash receipts and fares.
13. Records mileage
14. May make repairs and change tires.
15. May inspect vehicle for winter/summer conditions

The duties and responsibilities outlined above are general guidelines for this position and should not be interpreted by any employee as the only duties for this position. Management reserves the right to assign additional duties and responsibilities relevant to the position whenever it deems necessary.