Van Driver
Job Description

Department: Administration Reports To: Executive Secretary FLSA Status: Non-Exempt

Summary
Transportation of EdenHill Communities and Village residents to and from appointments in a safe and courteous manner at all times.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- This is the primary driver for the skilled nursing facility, working with the elderly and rehabilitation patients, primarily pickup and delivery to physicians’ offices and hospitals and dialysis, locally.
- Be able to work with the severely handicapped and the elderly, managing a route that will accommodate an ‘on-demand’ schedule.
- Act as a positive representative of EdenHill Communities. Work with the community using tact and understanding with nursing personnel as well as the caregivers and family members of the residents served.
- Secures passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. Be physically able to handle and assist the handicapped resident in wheelchairs. Assists disabled passengers into and out of vehicle.
- Assist all other departments in deliveries and pick-up and delivery of other related work items, i.e., dentures, x-rays, pharmaceuticals, U.S. mail drop-off, etc.
- Support medical records department in deliveries and pick-up of medical records and physician orders. All documents will be maintained within HIPPA guidelines.
- Communicates with EdenHill Communities upon disruption of service.
- Cleans and services vehicle with fuel, lubricants, and accessories. Report all vehicle repairs, and / or any unsafe or hazardous situations immediately to your supervisor.
- Be flexible and available for special occasions, and special schedules.
- Must consistently display and model the EdenHill Spirit hospitality behavior models.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:

- Quality
- Customer Service
- Oral Communication
- Initiative
- Judgment
- Problem Solving
- Safety and Security
- Attendance/Punctuality
- Ethics
- Dependability
- Professionalism
- Motivation
- Teamwork
- Quantity
- Planning/Organizing

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills
Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Mathematical Skills
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
Reasoning Ability
Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Certificates, Licenses, Registrations
Must have a current and valid Texas Driver's License, commercial license preferred.

Other Skills and Abilities
‘Excellent’ motor vehicle driving record, with no accidents or more than one moving violation in three years. Knowledge of New Braunfels and business community.

Other Qualifications
Be at least 25 years old.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually moderate.