Van Driver #00367
City of Virginia Beach – Job Description
Date of Last Revision: 11-30-2015

FLSA Status: Non-Exempt  Pay Plan: General  Grade: 13

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Operate a multi-passenger City vehicle while transporting participants to and from activities and programs directly operated by a City department. Provide supervision, assistance and support, based on the level of need, to individuals with physical or cognitive disabilities.

Representative Work Functions and Responsibilities
Provide prompt and courteous transportation services to clients and programs (i.e., Consumers, Family Members, Contractual Agency and Departmental program staff).

Supervise the boarding and disembarking of all passengers, while providing assistance based on passengers’ level of need.

Oversee the proper utilization of safety lock down systems ensuring that wheelchairs are properly secured and seatbelts are fastened.

Effectively and appropriately handle all situations arising from problem client behavior, traffic, or medical incidents.

Monitor condition of medically fragile clients and restrictive devices.

Perform pre and post-run inspections and insure that the vehicle is locked and secure after each use.

Document accidents, equipment damage, client behavioral disruptions, seizures, injuries, etc. in accordance with City and departmental reporting requirements.

Adhere to the guidelines of the Client Rights Policy and all other Federal and State regulations governing client service delivery.

Complete mileage logs and reporting requirements in accordance with Medicaid regulations.

Observe all City and state traffic laws and all City Policies and Procedures for operating a City vehicle.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.
**Performance Standards**
Safely operate agency vehicle to prevent accidents; maintain a satisfactory driving record in accordance to the standards of the Department of Human Services and Occupational Safety; transport and supervise clients in a safe and timely manner to prevent injury and adhere to program schedules; maintain complete and accurate records and reports and ensure timely completion and submission of required documentation; ensure all first aid and emergency supplies/equipment are in place and in good working order; ensure the interior and exterior of the vehicle is maintained; provide the level of passenger assistance or intervention required to ensure safety.

**Minimum Qualifications**
High School Graduate or GED plus one (1) year of experience working with or transporting the mental health, mental retardation or substance abuse population or working in a helping profession; experience operating a 15 passenger van or comparable vehicle; good driving record and possession of a valid Virginia or North Carolina driver’s license.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

**Special Requirements**
Must be able to work rotating shifts (early mornings/evenings) including weekends and holidays and be available to work overtime when required to meet operational needs.

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee’s supervisor based on position assigned.

This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City’s operational status.

Successful completion of a pre-employment physical.

May require TB Test.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

**A. Knowledge**
1. Knowledge of traffic rules and regulations.
2. Knowledge of vehicle safety equipment and safety lock down system.
3. Knowledge of the geography and street locations within the city and surrounding areas.
4. Knowledge of basic behavior management and intervention techniques to deal with problem client behavior while driving.
5. Knowledge of Client Rights Policy and regulations pertaining to client confidentiality.
6. Basic knowledge of behaviors associated with mental health, mental retardation and substance abuse disabilities.

**B. Skills**
1. Skill in operating a large vehicle.
2. Skill in the operation of safety lock down systems and hydraulic lifts on wheelchair accessible

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
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vehicles.
3. Skill in handling problem client behavior and maintaining order on the vehicle.

C. Abilities
1. Ability to communicate effectively both orally and in writing.
2. Ability to accurately perform basic mathematical computations.
3. Ability to keep simple records and make reports.
4. Ability to handle the stress of driving.
5. Ability to operate a large vehicle safely and efficiently.
6. Ability to establish and maintain effective relationships with other employees, clients, and the general public.
7. Ability to recognize abnormal or challenging behavior and work effectively with clients to safely diffuse situations.
8. Ability to comprehend and follow both oral and written instructions.
9. Ability to lift 50 lbs and perform all physical aspects of the job without difficulties.
10. Ability to work a split shift and flexible schedule starting as early as 6:00am and extending as late as 8:00pm.

Working Conditions
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb and body movement.
Requires medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and involves exerting up to 75 pounds of force on an occasional basis.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of mental processes.
Must possess ability to accurately and quickly learn local street and road systems, and how to properly secure a wheelchair, car seat, and other restraining devices in a passenger van. Must recognize and report any unsafe act or condition.

Environmental Conditions: Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.
The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, noise, animals/wildlife, vibration, fumes, odors, traffic, moving machinery, electrical shock, toxic or caustic chemicals, and height.

Sensory Requirements: Sensory refers to hearing, sight, touch, taste, and smell required by the job.
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, and depth perception.

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