

Building Bridges Developmental and Community Services, Inc.

Job Description & Duties

Employee Name:		Date:	
Title	Driver	Salary	To Be Determined
Location	Cabot/Lonoke	Category	<input type="checkbox"/> 1 FULL-TIME
Department	700 TRA	Schedule	Bi-wkly

BBDCS HAS DETERMINED THAT THIS POSITION IS "SAFETY SENSITIVE"

QUALIFICATIONS

1	A High School Diploma/GED OR 2 Years documented experience with DD and alternative compliance with Child Care licensing
2	Age Twenty-five (25) or older and must be able to pass a motor carrier physical examination (Not required of Non- CDL Drivers).
3	A current Arkansas Driver's license with Passenger Endorsement and/or CDL, & driving record approved by the BBDCS's insurance carrier.
4	One year experience in working with developmentally disabled people.
5	Satisfactorily pass drug screens, criminal background checks, Adult & Child Maltreatment & FBI checks, requirements of BBDCS and Licensing Specialist.

ESSENTIALS JOB DUTIES AND RESPONSIBILITIES

1	Drivers Sub Drivers should be familiar with highways or street names and numbers for immediate assistance;
2	Driver will operate a center vehicle for twice daily bus route/sub-driver as needed/rider will ride as needed. Driver will be prompt and ready at scheduled time. Transportation Coordinator and/or center designee must be notified as soon as possible if unavailable to drive
3	Driver/Sub-Driver will relate all messages from parents to the appropriate staff member;
4	Driver/Sub-Driver will maintain travel log correctly;
5	Driver/Sub-Driver should operate lift before beginning route to ensure it is in working order;
6	Driver/Sub-Driver should know where all safety equipment and paperwork is stored;
7	Driver/Sub-Driver will report all actual or suspected bus malfunctions to the Transportation Supervisor;
8	Driver/Sub-Driver will supervise and assist loading and unloading consumers as well as getting consumers seated;
9	In the event of a vehicle breakdown, or accident, Driver/Sub-Driver & Rider are responsible for the safety and comfort of the consumers. If no rider is available, driver/sub-driver will remain on bus with consumers until help arrives. If Rider is available, rider will remain with the consumers while is available, driver/sub-driver will remain on bus with consumers until help arrives. If Rider is available, rider will remain with the consumers while the Driver/Sub-driver is away from the vehicle. If there is a danger to remain on the bus, Rider will assist the Driver/Sub-Driver in seeing to the safety of the consumers above all else. Driver/Sub-Driver & Rider will assist in transferring consumers from vehicle to the alternate transportation such as parent car, another center vehicle, etc;
10	Driver/Sub-Driver is responsible for checking each seat before leaving bus. (Leaving a consumer on the bus is considered child/adult neglect and driver will be terminated from employment.)
11	Driver/Sub-Driver will be familiar with established bus regulations and makes every effort to see that these regulations are obeyed;
12	Driver/Sub-Driver will perform other duties in connection with transportation as determined by the Executive Director;
13	Driver/Sub-Driver must have a well- groomed appearance and no jewelry that will interfere with driving duties;
14	Driver/Sub-Driver is responsible for the overall appearance of the inside of the bus, i.e. dusting the dash & seats, keeping all loose paper and refuse picked up, etc;
15	Adhere to BBDCS's HIPAA Policy regarding privacy and security of protected health information (PHI);
16	ALL OTHER ASSIGNED DUTIES.

TO PERFORM THIS JOB SKILLS SATISFACTORIALLY

A	LANGUARE SKILLS -ability to speak, read and communicate the English Language, read and interpret documents such as safety rules, operations manual, handbooks, reports, correspondence, files, etc. Must speak effectively before groups of consumers, employees, and other groups as needed.
B	MATHMATICAL SKILLS : ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

C	Reasoning Ability: Ability to apply commons sense understanding to carry out instructions furnished in written, oral, or diagram form and deal with problem solving several concrete variables in standardized situations.
D	Other skills or abilities: Must have a comprehensive knowledge of behavior modification methods, the ability to analyze consumer problems and behaviors and understanding of operational procedures and the ability to help consumers work through problem solving.
E	Physical Demands: this described here are representatives of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties the employee is required to stand, walk, sit, use hands to fingers, handle or feel objects, tools, or controls, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must be able to lift or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
F	Work Environment: the work environment characteristics described here are representative of those employees encounter while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Emergency Evacuation Duties

List #	Job Title	Backup	Summary of Job
23	Consumer Care	DSP, Driver, Rider	Direct Care of Consumer

BBDCS CONFIDENTIALITY AGREEMENT FOR WORKFORCE MEMBERS

SEC 1	I understand that BBDCS has a legal and ethical responsibility to maintain consumer privacy, including obligations to protect the confidentiality of Consumer Information and other Confidential Information such as financial data and operational information pertaining to BBDCS
SEC 2	I understand that during the course of my employment (or locum tenens, internship, training, or other affiliation) with BBDCS, I may see or hear Consumer Information or other Confidential Information.
SEC 3	As a condition of my employment with BBDCS, I understand that I must sign and comply with this Agreement.
SEC 4	By signing this document I understand and agree that:
SEC 4.1	I will disclose Consumer Information and/or Confidential Information only if such disclosure complies with BBDCS policies, and is required for the performance of my job.
SEC 4.2	My personal access code(s), user ID(s), access key(s) and password(s) used to access computer systems or other equipment, if any, are to be kept confidential at all times.
SEC 4.3	I will not access or view any information other than what is required to do my job. If I have any question about whether access to certain information is required for me to do my job, I will immediately ask my supervisor for clarification.
SEC 4.4	I understand that any Consumer Information or Confidential Information that I access or view at BBDCS does not belong to me.
SEC 4.5	I will not discuss any information pertaining to the organization in an area where unauthorized individuals may hear such information (for example, in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and at social events). I understand that it is not acceptable to discuss any organization information outside the organization even if specifics such as a consumer's names are not used.
SEC 4.6	I will not make inquiries about any organization information for any individual or party who does not have proper authorization to access such information.
SEC 4.7	I will not make any unauthorized transmissions, copies, disclosures, inquires, modifications, or purges of Consumer Information or Confidential Information. Unauthorized transmissions include, but are not limited to, removing and /or transferring Consumer Information or Confidential Information from BBDCS's computer system to unauthorized locations or instance, home OR deleting BBDCS information;
SEC 4.8	Upon termination of my employment with BBDCS, I will immediately return all property (e.g. keys, document, ID badges, etc.) to BBDCS.
SEC 4.9	I agree that my obligations under this Agreement regarding Consumer Information and Confidential Information will continue after the termination of my employment with BBDCS.
SEC 4.10	I understand that violation of this Agreement may result in disciplinary action, up to and including termination of my employment, and/or suspension, restriction or loss of privileges, in accordance with BBDCS's policies, as well as potential personal civil and criminal legal penalties.

I HAVE READ THE ABOVE AGREEMENT AND AGREE TO COMPLY WITH ALL ITS TERMS AS A CONDITION OF MY EMPLOYMENT WITH BBDCS, INC.

Job Description Signature & Date

Employee Signature	
Supervisor Signature	

