

Position Description

Job Title:	Van Driver	Revision Date:	09/2024
Program/Dept.	Wesley Care Clinics & Community Programs	FLSA Status	Non-Exempt
Reporting To:	Program Director	Salary Grade Level:	TBD

Position Purpose: The Non-Emergent Transportation Driver will provide safe, reliable transportation services to individuals at risk of or currently experiencing homelessness in the Downtown Skid Row area. The driver will operate on a fixed route, transporting passengers to Wesley Health Centers and partner agencies such as LA Christian Health Centers, County Department of Health Services sites, and LAC+USC Hospital outpatient clinics and emergency department. Passengers will be ambulatory individuals seeking access to healthcare and social services.

Principal Responsibilities:

- **1.** Safely transport individuals at risk of or experiencing homelessness to and from Wesley Health Centers and partner agency sites.
- **2.** Ensure compliance with all traffic laws, vehicle regulations, and safety protocols, prioritizing the well-being of passengers.
- **3.** Conduct daily vehicle inspections, including checking fluid levels, tire pressure, lights, and overall vehicle condition, and maintain a daily checklist.
- 4. Refuel, clean, and maintain the vehicle as needed, including arranging weekly vehicle washes.
- 5. Collect demographic information from passengers to accurately complete the daily ridership log.
- 6. Compile and submit transportation data for monthly reporting.
- **7.** Assist with other office duties as assigned by management, contributing to the smooth operation of the transportation service.
- **8.** Provide assistance to passengers with limited mobility, ensuring safe entry and exit from the vehicle, and securing seat belts or mobility aids when necessary.
- **9.** Recognize signs of medical distress or behavioral crises and promptly report incidents or seek appropriate help, such as alerting medical or emergency services if needed.
- **10.** Collaborate with supervisors to plan efficient routes and adjust to road conditions, traffic, or special needs of passengers.
- **11.** Accurately document and report any incidents involving the vehicle, passengers, or any traffic violations in a timely manner.
- **12.** Other duties as assigned.



Requirements:

- 1. Valid California Class B Driver's License with passenger endorsement.
- 2. Current medical certificate in compliance with California regulations.
- **3.** Clean driving record for the past three years, verified through an MVR report.
- 4. Proof of adequate insurance for personal vehicle use.
- 5. Ability to work respectfully and effectively with individuals experiencing homelessness.
- 6. Strong interpersonal skills and a compassionate attitude towards underserved populations.
- 7. Ability to manage time efficiently and follow set routes and schedules.
- 8. Attention to detail when completing reports and maintaining vehicle checklists.
- **9.** Los Angeles City Department of Transportation (LADOT) permit preferred.
- **10.** Bilingual proficiency in English and Spanish is preferred

Signature	Print Name	Date
Supervisor's Signature		Date
Human Resources Associate's Signature		Date