



### Position Description

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

