

JOB DESCRIPTION

Job Title/Assignment

Job Title: Day Program Transportation Staff
Job No. 018: (Issued 3/1/15)
Reports to: Day Program Director

Overview of the Position

The Day Program Transportation Staff will work with individuals with developmental disabilities in either a community or center based environment performing a variety of activities or functions as assigned by the Day Program Director. Fingerprint clearance and successful completion of a physical examination, tuberculosis screening (PPD or X-ray) and drug/alcohol tests are required. The Day Program Transportation Staff must be at least 21 years of age and have graduated from high school or completed requirements of the G.E.D. The Day Program Transportation Staff will maintain a valid California Driver's License, current vehicle insurance, 5 years of continuous driving experience and a satisfactory Motor Vehicle Record (MVR) (1 point or less). Experience working with individuals with developmental disabilities is preferred.

The Day Program Transportation Staff is responsible for providing activities, supervision, care, transportation and training to the clients in the day program. Day Program Transportation Staff report to and are supervised by the Day Program Director.

The Day Program Transportation Staff works as a team to provide creative, enjoyable, enhancing and appropriate activities to meet the needs, desires and objectives of the clients over the course of a six (6) hour program day, five days per week. The duties of the Day Program Transportation Staff are assigned by the Day Program Director. However, it is expected that all Day Program Transportation Staff will work together in a cooperative effort to meet the needs of the clients and the program.

The Day Program Transportation Staff provides transportation services for individuals receiving care services from their homes, health care facilities and various locations. Transporters are responsible for the care of COVE ADC, Inc. property that includes vehicles, phones and other equipment used in the field.

Degree of Supervision

High

Educational/Vocation Preparation

Education/Training

1. High School diploma or GED certificate or equivalency.
2. Current American Heart Association or Red Cross Basic Life Support certification.
3. Obtain and maintain medication certification training as provided by the company.
4. Successfully pass a driver's certification course within 90 days of employment. Staff will not be allowed to drive a company vehicle until such certification is obtained.
5. Maintain a valid California Drivers License, vehicle insurance, satisfactory Motor Vehicle Record (MVR) (1 point or less) and company driver certification at all times.
6. **Failure to maintain requirements will subject employees to demotion up to and including termination of employment.**

Work Schedule

The normal work schedule for a full time employee varies from 6 to 8 hours per day 5 days per week. Exact schedules are assigned by management. It is the attendance standard of the employer that all employees be present and on time for each shift they are scheduled to work. Full or partial absence during any scheduled shift, arriving late, or leaving early, for

whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency or need.

Knowledge

Knowledge of developmental disabilities, clients' rights, active treatment and program planning is preferred.

- a) Ability to relate and work effectively with others
- b) Demonstrate skill in verbal and written English communication
- c) Ability to follow through on verbal and written instructions; sense of integrity in use of time
- d) Commitment to institutional standards, policies and departmental philosophy
- e) Willingness to participate in goal setting and educational activity for personal professional development
- f) Desire and potential for growth in skills and knowledge related to practice
- g) Self-direction and motivation
- h) Discretion in maintaining work-related confidentiality
- i) Ability to drive a passenger van and transport clients in a safe and lawful manner

Experience

- One-year experience in the care of the developmentally disabled in similar environments is preferred.
- 5 years continued driving experience preferred.

Physical Demands

Endurance-Moving About: Constantly (2/3 or more of the time).

Move from location to location within and about the facility

Endurance-Overall Strength: Medium work.

Exerts force and/or lifts or carries objects weighing 20 to 50 pounds occasionally, 10 to 25 pounds frequently, and/or greater than negligible amounts up to 10 pounds constantly.

Standing: Periodic - Does not occur on every shift.

Remain on feet in an upright position at a workstation without moving about.

Walking: Frequently. (1/3 to 2/3 of the time).

Move about on foot.

Sitting: Occasionally. (up to 1/3 of the time).

Remain in a seated position.

Lifting/Carrying: Occasionally. (up to 1/3 of the time).

Lift by manually raising or lowering an object or person from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

Pushing/Pulling: Occasionally. (up to 1/3 of the time).

Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking, and treadle actions); and/or pull by exerting force on an object so that it moves toward the force or worker (including jerking).

Bending/Stooping: Occasionally. (up to 1/3 of the time).

Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.

Kneeling/Crouching: Occasionally. (up to 1/3 of the time).

Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.

Reaching: Frequently. (1/3 to 2/3 of the time).

Extend the hands and arms in any direction.

Handling: Frequently. (1/3 to 2/3 of the time)

Seize, hold, grasp, turn, or otherwise work with the hand or hands (fingering not involved).

Fingering: Occasionally. (up to 1/3 of the time).

Pick, pinch, or otherwise work with the fingers primarily (rather than with the whole hand or arm, as in handling).

Feeling: Periodic. Does not occur on every shift.

Perceive such attributes of objects and material as size, shape, temperature, or texture by means of receptors in the skin, particularly the fingertips.

Rotation: Occasionally. (up to 1/3 of the time).

Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

Talking: Constantly. (2/3 or more of the time).

Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Constantly. (2/3 or more of the time).

Perceive the nature of sounds by the ear.

Seeing: Constantly. (2/3 or more of the time).

Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

Environmental Conditions

Location: Outdoors and Indoors

Work is predominately indoors and generally provides protection from weather conditions. Some outdoor activity is necessary for which consideration will be given to weather conditions.

Wet Conditions: Occasionally. (up to 1/3 of the time).

Endure contact with water or other liquids during regular client transportation, normal program or activity tasks and/or assisting consumers with hygiene tasks.

Toxic Conditions: Periodic.

Endure exposure to general household cleaning liquids that cause general or localized disabling conditions as a result of inhalation or action on the skin.

Learning Development Demands

Psychological Requirements

1. Demonstrated ability to work and function with persons with developmental disabilities.
2. Demonstrated ability to maintain an appropriate level of emotional control with all client groups; make appropriate safe decisions in critical situations.
3. Have the ability to separate personal life from work situation and requirements.
4. Have the ability to maintain attitude situationally appropriate; trustworthy, friendly, cooperative, supportive of good customer satisfaction.

Client/Age Specific Contact

Can develop and provide delivery of appropriate active treatment programs for all ages (children, adolescents, young adults, adults).

Reasoning: General.

Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form, deal with problems involving several concrete variables in or from standardized situations.

Mathematical: Minimal.

Add and subtract two digit numbers. Multiply and divide 10's and 100's by 2, 3, 4 or 5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint and quart, inch, foot and yard, and ounce and pound.

Reading: Basic English.

Read a variety of materials such as, but not limited to, magazines, books, atlases, encyclopedias, safety rules, policies, instructions, physician orders, and methods and procedures.

Writing: Basic English.

Write compound and complex sentences, using cursive style, proper end punctuation, and employing adjectives and adverbs.

Speaking: Basic English.

Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using past, present and future tenses.

Temperament Requirements

Controlled Tasks:

Perform tasks under specific instructions; however, allows room for independent action or judgment in working out job problems.

Interpersonal:

Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions.

Decisive:

Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

Relationship Requirements

Data: Compiling

Gather, collate, document and/or classify information; report and/or carry out a prescribed action in relation to the information.

People: Serving

Attend to the desires, needs or requests of people or the expressed or implicit wishes of people; immediate response is involved.

Category of Risk for Blood borne Pathogens Exposure

Category I – **High Risk**

Job classification in which health care workers have the highest risk of occupational exposure to blood borne pathogens.

Position Responsibilities

It is expected that in addition to the specific duties outlined below, that all personnel comply with all relevant corporate policy.

Responsibilities/Duties

General Duties:

1. Day Program Transportation Staff shall perform duties as directed by posted duty list, activity schedule and direction from the Day Program Director or administration.
2. Day Program Transportation Staff shall be responsible for following an active treatment plan and approved activity schedule, and implementing goals and objectives from Individual Service Plans and/or Nursing Care Plans, as well as from approved Activity Schedules.
3. Day Program Transportation Staff shall be responsible for knowing clients' Program Plans and Activity Schedules.
4. Day Program Transportation Staff shall document on all required areas within the client files for following through with treatment, data collection and communication with the homes.
5. Day Program Transportation Staff shall, within 90 days, become medication certified, CPR certified, driver certified, successfully pass the active treatment competency test and have a successful 90-day evaluation.
6. Day Program Transportation Staff shall attend required in-service training and staff meetings to further their knowledge of programs and operations of the day program.
7. Day Program Transportation Staff shall have performance evaluations completed at three months and annually thereafter unless otherwise deemed necessary by supervisor(s). Successful evaluations are necessary for continued employment.
8. Day Program Transportation Staff will complete general cleaning assignments within the program facilities.
9. Day Program Transportation Staff will conduct themselves in a safe, orderly manner at all times to ensure ongoing safety conditions for clients and staff.
10. Day Program Transportation Staff shall care for equipment and maintain supplies in the program facilities.
11. Day Program Transportation Staff will complete Staff Notes, Data Collection and Behavior Data Summaries daily.
12. Day Program Transportation Staff will transport clients to and from community activities using a company van, as needed.
13. Day Program Transportation Staff is expected to maintain a satisfactory attendance rating.
14. Day Program Transportation Staff are expected to maintain a valid physical, tuberculosis screening, medication certification, California Driver's License, auto insurance and fingerprint clearance/criminal record background check at all times.
15. Day Program Transportation Staff shall perform other duties as designated by management.

DAY PROGRAM TRANSPORTATION STAFF SPECIFIC DUTIES AND RESPONSIBILITIES

Client Care

1. Day Program Transportation Staff will read each client's file at the beginning of the shift, to gain familiarity with the client and their specific needs and objectives.
2. Day Program Transportation Staff will supervise van loading and unloading, ensuring each client is properly and safely secured in the van before departing for activities. This includes van seatbelts as well as wheelchair seatbelts and van tie-downs.
3. Day Program Transportation Staff must remain with the clients at all times. There are **NO** exceptions.
4. Clients must be offered the use of the restroom at least every two hours.
5. Client hygiene and appearance must be a high priority at all times. Day Program Transportation Staff will assist clients with changing clothes and cleaning themselves, as often as needed.
6. Day Program Transportation Staff will serve snacks and meals as scheduled, supervising clients during snack and meal times for safety reasons.
7. Day Program Transportation Staff will ensure that clients' wheelchairs and all other supplies and equipment are maintained and cleaned, including after meals and snacks, programming and at the end of the program day. (This also includes, but is not limited to, glasses, hearing aids, and braces.)

8. Day Program Transportation Staff will ensure that clients receive their prescribed medication(s) on time every day.
9. Day Program Transportation Staff will report any defects or problems with any client's adaptive equipment/devices to a supervisor immediately upon knowledge of such.
10. Day Program Transportation Staff will ensure that non-ambulatory clients are offered alternate seating whenever possible (couch, chair, bench, beanbag, etc.) This may require lifting and transferring the client, with the assistance of a co-worker when necessary, to the alternate seating.

Client Supervision

1. During program hours, a 3:1 ratio should be in effect at all times. This means that for every three clients, there must be one staff member present.
2. Staff should be physically involved with the clients, and have full, clear, visual contact with clients at all times. There are **NO** exceptions.
3. Under **NO** circumstance should clients ever be left alone or unsupervised.
4. In the event a client or staff must leave the group for a short period of time, (i.e., to use the restroom), Day Program Transportation Staff must make arrangements with a supervisor or co-worker to ensure continuous supervision of the clients and maintenance of ratios.

Documentation

1. Day Program Transportation Staff is responsible for completing documentation on each client on a daily basis.
2. Required documentation includes, but is not limited to each client's activity schedule, data collection, behavior notes, communication logs, ID notes, etc.
3. Day Program Transportation Staff is responsible for documenting unusual events (injuries, behavior problems, etc.) and ensuring a supervisor is made aware of each event.
4. Day Program Transportation Staff must ensure that documentation is legible, signed and completed on a daily basis (unless other specified).

Transportation

1. Day Program Transportation Staff is responsible to operate company vans in a safe and lawful manner.
2. Day Program Transportation Staff will use safety restraints, including but not limited to seatbelts and tie downs for all passengers to secure the safety of self and clients.
3. Day Program Transportation Staff is responsible to abide by all traffic laws at all times.
4. Day Program Transportation Staff will be held responsible for any traffic violation(s) sustained while operating company vans, including but not limited to the following: Speeding or driving below the minimum speed, not using a turn signal, running a stop sign or red light, illegal U-Turn, illegal turn from a median, driving without a seatbelt and utilizing a cell phone while driving.
5. Day Program Transportation Staff will follow assigned route, read and interpret maps and directions.
6. Day Program Transportation Staff will communicate effectively and be prompt in keeping to and adhering to the agreed upon schedules. Keeping in mind that schedules do fall behind due to unforeseen events.
7. Day Program Transportation Staff will assist clients getting in and out of vehicles and treats clients with dignity and respect.
8. Day Program Transportation Staff will pull over to a safe location should an emergency occur or telephone call needs to be made.
9. Day Program Transportation Staff will immediately report any problems or concerns regarding a specific client, transportation request or vehicle issue to Day Program Director
10. Day Program Transportation Staff will record date and mileage using the assigned mileage log and turn in log forms in a timely manner so that accurate logs are maintained.
11. Day Program Transportation Staff will maintains company vehicles in a clean condition by conducting daily pre and post automobile checks before and after transporting.
12. Day Program Transportation Staff will check fluid levels and gas vehicle as required.
13. Day Program Transportation Staff will carry out any additional assignments required to fulfill the mission of COVE ADC Inc.
14. Day Program Transportation Staff will abide by COVE ADC Inc. Rules and Confidentiality.

15. Company vehicles are for the use of transporting clients for company business **only**. **Personal use of any company vehicle is strictly prohibited. Use of company vehicles for personal reasons will subject employees to disciplinary action up to and including termination of employment.**

Outings

1. Accommodations should be made for the client's well being and comfort first. For example, if necessary staff should gladly give up the front seat of the van to one of our clients if it will benefit the client. Remember, we are here to serve our clients needs and desires, not our own.
2. Staff should be physically involved with the clients, and have full, clear, visual contact with clients at all times. There are **NO** exceptions. Outings such as shopping should be strictly for the clients, not to fulfill staff's personal needs.
3. When in the community, staff is expected to fully participate with the clients in all activities. One hundred percent staff participation is necessary for the clients to achieve their goals and to make progress. Enthusiastic staff participation sets a role model for the clients.
4. When in the community, the 3:1 ratio should be in effect at all times. This means that for every three clients, there must be one staff member present.
5. Activity schedules must be approved in advance. Day Program Transportation Staff will follow approved schedules at all times. In the event of an emergency, client need change, traffic or weather related problems, deviations of more than 15 minutes or locations/activity changes must be reported to a supervisor immediately.
6. Day Program Transportation Staff must ensure that they have adequate supplies prior to departing for community activities. This may include, but is not limited to, client files, curriculum items, emergency kits, company cell phone, medication, meals, extra clothing, etc. This may also include items necessary for use of the restroom while in the community (i.e., diapers and disposable bags in which to place them, wipes, gloves, and other sanitary items.)

Activities

Day Program activities are not to be for staff enjoyment but, rather, for the benefit of the clients in support of their ISP objectives and/or desires. Staff are required to follow the approved activity schedule that has been provided to them. In some cases, staff may be required or allowed to create their own activity schedule. This will be done in accordance with the clients' needs and desires, and must be approved by a supervisor before being implemented.

Meal Times

1. All Day Program Transportation Staff and clients will eat together, in support of the Family Style Dining philosophy. There will be no deliberate separation of staff and clients during mealtimes.
2. Depending on the abilities of each client, it may be necessary for Day Program Transportation Staff to physically assist the clients with eating. This can include hand over hand assistance as well as full physical assistance.
3. Day Program Transportation Staff may be required to assist clients with cleaning themselves during or after meals.
4. Day Program Transportation Staff must be present at all times during meals to prevent accidents such as choking, food stealing and/or behavioral outbursts.

Restroom Use

1. Clients will be offered the opportunity to use the restroom at least every two hours.
2. Day Program Transportation Staff will assist clients in the restroom in any way that is necessary.
3. Clients who are capable of using the restroom independently must still be accompanied to the restroom by Day Program Transportation Staff to ensure that their supervision, privacy, safety, hygiene and cleanliness are maintained.
4. At times, it may become necessary for Day Program Transportation Staff to provide physical assistance to the clients while using the restroom. This may include, but is not limited to, assisting clients with thoroughly cleaning themselves after use of the restroom.
5. Universal precautions must be followed. Examples are use of protective gloves, wipes and thorough hand washing.

6. Precaution must always be taken to ensure the client's dignity and privacy are maintained during use of the restroom.
7. **Supervision of the clients is required at all times.**

Participation and Interaction With Clients

1. Active treatment is defined as continuous, responsive interaction and participation with the clients.
2. Day Program Transportation Staff will engage in active treatment with the clients during all day program activities, be they center or community based.
3. **All Day Program Transportation Staff are required to participate with the clients in all of their activities.**
4. Clients' refusal to participate in an activity is the only exception to the above. In this case, Day Program Transportation Staff must offer an alternative activity or choice to the client. Day Program Transportation Staff will continue to offer choices to the client until an appealing option is made available.
5. Day Program Transportation Staff are required to carry their company issued cell phones for emergency use. Company cell phones should be turned on during program hours. Use of personal cell phones during program hours is strictly prohibited. Day Program Transportation Staff are expected to devote their undivided attention to the clients and ongoing activities.

Dealing With Difficult Behaviors

1. At times, clients may become upset. Day Program Transportation Staff may need to assist a client in calming down.
2. Clients may display several emotions or behaviors, including but not limited to, isolating themselves, crying, yelling, verbal aggression, physical aggression, property destruction, self-injurious behavior or running away. Day Program Transportation Staff should be aware of client tendencies by familiarizing themselves with each client's Individual Service Plan. This plan will define each client's tendencies and provide suggestions with which to assist the client in regaining their self control and/or composure.
3. The amount of time needed while assisting a client who is having difficulty varies. Day Program Transportation Staff must ensure supervision of all assigned clients is maintained, and should seek assistance from a co-worker, supervisor or community member when necessary.
4. **Restraining a client during, after or due to a behavior or temper outburst is PROHIBITED.** Restraint includes, but is not limited to, isolating, entrapping, or using force or unwanted actions towards a client. Day Program Transportation Staff should refer to the Employee Handbook and associated Abuse Reporting Procedures and Mandated Reporting Procedures for more information.
5. Clients should be supported in accordance with their ISP and given an opportunity to calm down. Once they have regained their composure, they should rejoin their group's activity.
6. Day Program Transportation Staff will ensure that the event is properly documented in the client's file and that a supervisor is notified.

Use of Adaptive Equipment/Devices

1. Clients may be prescribed the use of certain adaptive equipment or restraints to meet their physical needs. This equipment includes, but is not limited to, wheelchairs, walkers, canes, prosthetic devices, orthotic devices, helmets, gait belts, gloves, ankle weights, diapers, spoons, forks, plates, and cups.
2. Day Program Transportation Staff will ensure that no adaptive equipment or restraint is in use unless there is a corresponding physician's order requiring and consenting to the use of the specific equipment or restraint.
 - a. **No order = No consent = No restraint.**
3. Clients' adaptive equipment is for the use of the specific client only, and cannot be shared with other clients.
4. Day Program Transportation Staff will ensure each client has their adaptive equipment at the start of the program day.
5. Day Program Transportation Staff will report any defects or problems with a client's adaptive equipment/devices to a supervisor immediately upon knowledge of such.

General Cleaning Responsibilities

1. Day Program Transportation Staff are responsible for ensuring that all areas utilized for the purpose of day program are cleaned after each use and before departing for other activity sites or at the end of the program day.
2. This includes facilities owned by The Company as well as community facilities.
3. When utilizing Company facilities, Day Program Transportation Staff will secure all curriculum items in areas designated for Day Program storage. Prior to departing, Day Program Transportation Staff will clean all tables, chairs, floors, courtyards and any other areas or items used during activities. Day Program Transportation Staff will also empty trash prior to departing.
4. When utilizing community facilities, as well as parks or other outdoor areas, Day Program Transportation Staff will ensure the area is clean prior to departing, to include wiping down tables, floors (if applicable), benches, chairs, etc and picking up and disposing of trash.
5. Day Program Transportation Staff will also ensure vans are cleaned at the end of every program day. This includes wiping down seats, cleaning windows and floors if necessary, and removing all trash from the van. If necessary, staff will vacuum the van. Day Program Transportation Staff will also ensure the wheelchair lift is properly stowed and secured and that items assigned to the van (first aid kit, gas card, cell phone, mileage log, etc.) are secured in the van. Lastly, Day Program Transportation Staff will lock the van and ensure the key to the van is properly transferred to the manager or lead staff of the home where the van is to remain.

Suspected Abuse and Mandated Reporting Procedures

1. All Day Program Transportation Staff will receive training regarding Suspected Abuse, Abuse Indicators and Mandated Reporting Procedures prior to working directly with the clients.
2. Training will be repeated at least annually.
3. Day Program Transportation Staff will use only approved and authorized behavior modification procedures.
4. Each individual employee is responsible for monitoring and reporting any form of abuse to the Program Administrator or his/her designee. The Program Administrator will assist the employee in any means necessary to ensure that the required reporting procedures are followed.
5. This corporation shall take all steps required to protect clients and employees from any type of abuse. Every effort will be made to protect employees from false accusations.
6. Failure to report or withholding of knowledge of abuse can result in termination of employment.

Acknowledgment

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of Employment of any type. Employment is “at-will” and may be terminated at any time by the employee or employer with or without cause or notice.

I have read, understand, and acknowledge the contents of this document. I have been given a copy of this document and had the opportunity to ask for further clarification for any specific requirements.

Employee Signature

Date