

Vintage Gardens

A.D.A. JOB DESCRIPTION* ESSENTIAL FUNCTIONS

Job Title: Passenger Transport Driver

Status: Non-exempt

Contact Person: Executive Director / or CCNF Director

Education/Training/Experience/License Required:

Prefer some experience in the field, but not necessary; Class "B" California Driver License with passenger endorsement; must be able to pass the DOT physical and possess "DL51A" green medical card (Medical Examiner's Certificate); valid First Aid and CPR Certification, acceptable DMV record; random drug testing; post employment physical exam and drug alcohol abuse test will be administered. Be able to communicate and cooperate effectively with other departments, co-workers, customers, clients, and the general public; perform all job functions per the employer's expectations and comply with all conditions, terms of employment.

Narrative Functions*

Brief Narrative Description of Job Functions (tasks and activities).

The essential functions factors illustrated in this job description will demonstrate relevancy to the narrative functions described below. You will need to refer back to these "relevant to function #'s" as you read through the job description factors.

- 1. Transport Passengers in bus and/or Shuttle Bus / Van**
Drive responsibly and safely, and within company guidelines and safety rules. Transport passengers in the van who are ambulatory and wheel chair bound. **(Performs approximately 50% of the day.)**
- 2. Provide Care and Service to Passengers / Residents**
If needed, provide First Aid services for clients/passengers; capably and effectively communicate with the passengers/residents. **(Performs approximately 20% of the day)**
- 3. Follow and Coordinate Daily Schedule**
Coordinates with transportation pickup and return residents / passengers, and checks with office for changes on the daily schedule; plans schedule. **(Performs approximately 10% of the day)**
- 4. Create and Maintain Documentation**
Complete Dx forms and submit them to the office with proper mileage documentation; record mileage for all trips; accurately record all trips made; complete forms in compliance with CalTrans regulations and Vehicle Code requirements; maintain detailed and accurate

ridership data in accordance with established procedures; promptly create and submit incident reports as appropriate; follow all grant requirements, Vintage Gardens and CCNF requirements. **(Performs approximately 10% of the day)**

5. Perform Other Duties as Assigned. (Performs approximately 5% of day)

Maintain vehicle in clean condition, including washing the outside; perform other duties as assigned.

*Compliant with the California State and Federal Americans with Disabilities Act

Environment Conditions

1. **Exposure to Weather:** Exposure to hot, cold, wet, humid, or windy conditions, caused by the weather. This factor is rated important when exposure to weather results in marked body discomfort. **Performs approximately 65% of the day, critical to performance, risk to self and other; relevant to essential functions ds1, 2 and 5.**
2. **Extreme Cold:** Exposure to non-weather related cold temperatures. This factor is rated important when temperatures are sufficiently low to cause marked bodily discomfort. **Does not apply.**
3. **Extreme Heat:** Exposure to non-weather related hot temperatures. This factor is rated important when temperatures are sufficiently high to cause marked bodily discomfort. **Does not apply.**
4. **Wet and / or Humid:** Contact with weather or other liquids; or exposure to non-weather related humid conditions; This factor is rated important when contact with water or other liquids or exposure to humidity causes marked bodily discomfort. **Performs approximately 5% of the day, critical to performance, risk to self and other; relevant to essential functions 1, 2 and 5.**
5. **Noise:** Exposure to constant or intermittent sounds of a pitch or level sufficient to cause marked distraction or possible hearing loss. **Does not apply.**
6. **Vibration:** Exposure to a shaking object or surface. This factor is rated important when vibration causes a strain on a body or extremities. **Does not apply.**
7. **Atmospheric Conditions:** Exposure to conditions, such as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affect the respiratory system, eyes, or the skin. This factor is rated important if these conditions are present to a degree or length of time sufficient to cause marked bodily discomfort or possible injury. **Does not apply.**
8. **Hazards:** A hazard is a condition in the work environment that subject or exposes the worker to the possibility of serious bodily injury or danger to the worker's life or health. A hazard is specific, related to the job, and has a greater likelihood of occurring than it would away from the job. The following conditions are evaluated as possible hazards. **Potential danger to vehicular accidents when driving medi-van vehicle approximately 70 to 75% of the day; critical to**

performance, risk to self and others who are occupants in the van; relevant to essential functions 1 – 4.

Temperaments

1. **Working Alone:** Performing work activities by oneself and away from others. **Performs approximately 75% of the day, critical to performance; relevant to all essential functions 1, 4 and 5.**
2. **Directing Others:** Adaptability to accepting responsibility for the direction, control, or planning of an activity. **Performs approximately 10% of the day, critical to performance; relevant to all essential functions 1 - 5.**
3. **Expressing Personal Feelings:** Adaptability to situations involving the interpretation of feelings, ideas, and facts in terms of personal viewpoint. **Performs approximately 100% of the day, critical to performance; relevant to all essential functions 1 - 5.**
4. **Influencing People:** Adaptability to influencing people about the opinions, attitudes, or judgments about ideas or things. **Performs approximately 100% of the day, critical to performance; relevant to all essential functions 1 - 5.**
5. **Making Judgments:** Adaptability to making generalizations, evaluations or decisions based on sensory or judgmental criteria. **Performs approximately 100% of the day, critical to performance, relevant to all essential functions 1 - 5.**
6. **Performing Repetitive Work:** Adaptability to performing repetitive work, or to continuously perform the same work, according to procedures, sequence, or pace. **Performs approximately 60% of the day; critical to performance; relevant to essential functions 1 - 5.**
7. **Performing Under Stress:** Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job. **Performs approximately 75% of the day; critical to performance; relevant to essential functions 1 - 5.**
8. **Attaining Tolerances:** Adaptability to situations requiring the precise attainment of set limits, tolerances, or standards. **Performs approximately 100% of the day; critical to performance; relevant to essential functions 1 - 5.**
9. **Working Under Instructions:** Adaptability to dealing with people beyond giving and receiving instructions. **Performs approximately 100% of the day; critical to performance; relevant to all essential functions 1 - 5.**
10. **Performing a Variety of Duties:** Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. **Performs approximately 65% of the day; critical to performance; relevant to all essential functions 1 - 5.**

Physical Demands

1. Strength

- **Standing:** Remaining on one's feet in an upright position at a workstation without moving about. **Performs approximately 10% of the day; risk to self; relevant to essential functions 1 - 5.**
 - **Walking:** Moving about on foot. **Performs approximately 15% of the day; critical to performance; risk to self; relevant to essential functions 1 – 5.**
 - **Sitting:** Remaining in the normal seated position. **Performs approximately 75% of the day, critical to performance, risk to self, relevant to essential functions 1 - 5.**
 - **Lifting:** To exert physical strength necessary to move objects from one level to another. **Lifting under 10 lbs. is performed rarely, 11 to 30% of the day; lifting 10 to 25 lbs. is performed rarely, 1 to 10% of the day; lifting over 25 lbs is performed rarely; heaviest item lifted is a wheel chair seat with wheels, weighing between 26 to 50 lbs, on a rare basis, lifted near waist level and place on the bed of the van. This performed approximately 1 or 2 times daily. Lifting is performed approximately 10% of the day, critical to performance, risk to self, relevant to essential function 1 - 5.**
 - **Carrying:** Transporting an object, usually holding it in the hands or arms or shoulders. **Carrying activities and frequencies correlate with the lifting description identified above; heaviest item lifted is a wheel chair with wheels, which weighs approximately 25 to 50 lbs., lifted from ground or van level to 2-3 feet, approximately 2 times maximum day, maximum distance of 2 to 3 feet. Performs approximately 10% of the day, critical to performance; risk to self; relevant to essential function 1 - 5.**
 - **Pushing:** Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking, and treadle actions). **Performs approximately 20% of the day, critical to performance, risk to self; relevant to essential function 1 - 5.**
 - **Pulling:** Exerting force upon an object so that the object moves toward from the force (includes jerking). **Performs approximately 20% of the day, critical to performance, risk to self; relevant to essential function 1 - 5.**
2. **Climbing:** To ascend or descend ladders, scaffolding, stairs, poles, inclined surfaces. **Performs approximately 15% of the day, critical to performance, risk to self; relevant to essential function 1, 2, 3 and 5.**
3. **Balancing:** To maintain a body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces. **Performs approximately 10% of the day, critical to performance, risk to self; relevant to essential functions 1, 2, 3 and 5.**

4. **Stooping:** Bending the body downward and forward by bending the spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of lower extremities and back muscles. **Performs approximately 50% of the day, critical to performance, risk to self; relevant to essential functions 1, 2, 3 and 4.**
5. **Kneeling:** Bending the legs at the knees to come to rest on the knee or knees. **Performs approximately 10% of the day, critical to performance, risk to self; relevant to essential functions 2 and 3.**
6. **Crouching:** Bending body downward and forward by bending legs and spine. **Performs approximately 40% of the day, critical to performance, risk to self; relevant to essential functions 1, 2, 3 and 5.**
7. **Crawling:** Moving about on hands and knees or hands and feet. **Does not apply.**
8. **Reaching:** Extending the hand(s) and arm(s) in any direction. **Performs approximately 90% of the day; critical to performance; risk to self; relevant to all essential functions 1, 2, 3 and 5.**
9. **Handling:** Seizing, holding, grasping, turning or otherwise working with hand or hands (fingering not involved). **Performs approximately 80% of the day; critical to performance; risk to self; relevant to all essential functions 1 - 5.**
10. **Fingering:** Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling). **Performs approximately 20% of the day; critical to performance; risk to self; relevant to all essential functions 1 - 5.**
11. **Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by means of receptors in skin, particularly those of finger tips. **Does not apply.**
12. **Talking:** Expressing or exchanging ideas by means of the spoken word. **Performs approximately 90% of the day; critical to performance; risk to self; relevant to all essential functions 1 - 5.**
13. **Hearing:** Perceiving the nature of sounds by the air. **Performs approximately 100% of the day; critical to performance; risk to self; relevant to all essential functions 1 - 5.**
14. **Tasting / Smelling:** Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, using tongue and/or nose. **Does not apply.**
15. **Near Acuity:** Clarity of vision at 20 inches or less. This factor is important when special and minute or accuracy is demanded and when defective near acuity would adversely affect job performance and/or the safety of others. **Performs approximately 40% of the day; critical to performance; risk to self; relevant to essential functions 1 - 5.**
16. **Far Acuity:** Clarity of vision at 20 feet or more. This factor is important when visual efficiency in terms of far acuity is required and defective far acuity would adversely affect job performance and/or the safety

of others. **Performs approximately 100% of the day, critical to performance, risk to self, relevant to essential function 1 - 5.**

17. Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they really are. This factor is important when depth perception is required for successful job performance and/or for reason of safety to oneself and others. **Performs approximately 90% of the day, critical to performance, risk to self, relevant to essential functions 1, 2, 3 and 5.**

18. Accommodation: Adjustment of lens of eye to bring an object into sharp focus. This factor is important when doing near point at varying distances from eye. **Does not Apply.**

19. Color Vision: Ability to identify and distinguish colors. **Performs approximately 60% of the day; critical to performance; risk to self; relevant to essential functions 1, 2, 3 and 5.**

20. Field of Vision: Observing an area that can be seen up and down or right to left when eyes are fixed on a given point. This factor is important when job performance requires seeing a large area while keeping eye fixed. **Performs approximately 90% of the day, critical to performance, risk to self; relevant to essential functions 1, 2, 3 and 5.**

A.D.A Accommodation Decision Factors

The employer determines what job duties are considered essential for work performance, what functions are considered a risk to self or others and if the essential functions are considered critical or non-critical to performance. At the discretion of the employer, the identified job title may exist in order to perform one or more task(s) or activity(ies). The employer reserves the right to change the job duties at any time with or without notice to the employee.

The employer will comply with the Americans with Disabilities Act on behalf of qualified disabled individuals. Toward determination if reasonable work modification or accommodation is feasible, the employer will attempt to view available alternatives such as available employees that may assist with tasks when needed, physical changes to work environments, possible changes to work hours or any other potential consideration. Our question as to whether a job can be reasonably accommodated is based on whether the accommodation is an undue hardship to the employer in terms of cost, time, business disruption or other complications.

I agree with the Job Description:

Signature of Employee

Date

Employer Signature (Representative)

Date