



DATE:		POSITION	VAN DRIVER		
INCUMBENT			SUPERVISOR	CLIENT RESOURCE MANAGER	
DEPARTMENT	CLIENT SERVICES			FLSA STATUS	NON-EXEMPT

POSITION PURPOSE
The primary function of the Van Driver is to provide safe and reliable transportation for clients and for agency business.

MINIMUM QUALIFICATIONS
<ul style="list-style-type: none"> • A high school diploma or GED is required. • Some college work is preferred. • Experience in a professional driving position is required. • Ability to safely operate a fifteen passenger van, including nighttime driving, is required. • Demonstrate basic skills in Microsoft Office Suite including Word, Excel, and Outlook. • Some experience in the non-profit sector is preferred. • Be able to proficiently speak, read and write the English language. • Demonstrate excellent interpersonal communication skills. • Since position requires frequent driving to various job sites to provide services and occasionally transport clients, a valid Arizona driver's license, reliable transportation, current auto insurance, and clean driving record are required. • Be 25 years of age or older for liability insurance requirements. • Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card. • Eligible to work in the United States of America.

OTHER KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Demonstrate a commitment to the mission, vision, and values of Save the Family Foundation of Arizona. • Be a self-starter with excellent time management skills. • Possess a collaborative way of working. • Be familiar with Save the Family's service population, including diverse cultural and socioeconomic characteristics. • Maintain strict confidentiality. • Behave professionally in manner and appearance. • Be consistently organized and flexible.

KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Plan, prepare and deliver weekly transportation for clients and for agency needs. • Completion of all written documentation required. • Provide supervision of van maintenance and repair in order to keep vehicles in working order. • Adhere to all rules for reporting and managing accidents.

<ul style="list-style-type: none"> • Coordinate services with other employees and departments as needed.
<ul style="list-style-type: none"> • Prepare and submit all required reports and monitoring activities in a timely and accurate manner.
<ul style="list-style-type: none"> • Adhere to all behavioral General Competencies.
<ul style="list-style-type: none"> • Adhere to STF and ARM policies and procedures.

SUPERVISORY RESPONSIBILITIES
<ul style="list-style-type: none"> • None

PHYSICAL DEMANDS		
Physical Demand	Definition (ADA)	Requirements
Stand or sit	Stationary position	Must be able to remain in a stationary position 80% of the time.
Walk	Move, traverse	Must frequently move to and from van, residences and special event...
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Must constantly operate a motor vehicle
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	Must climb in and out of van
Stoop, kneel, crouch, or crawl	Position self (to), Move	Must infrequently remove and install van and children's' seats
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate With clients, staff and the public. Must safely operate a motor vehicle.
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess	Must qualify for a driver's license and safely operate a motor vehicle.
Taste/Smell	Detect, Distinguish, Determine	Must occasionally be able to detect odors indicating mechanical problems and client issues
Carry weight, lift	Move, Transport, Position, Put, Install, Remove	Must frequently lift and move equipment weighing up to 50 pounds and assist clients into and out of van.
Exposure to elements	Exposed, Work around	Constantly works outdoors

NOTE
<p>This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.</p>

SALARY RANGE

The salary range for this position is \$24,960-27,500 depending on experience.

SIGNATURES			
ACKNOWLEDGEMENT			
I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation.			
Incumbent:		Date:	
APPROVAL			
I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.			
Supervisor:		Date:	
CERTIFICATION			
I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.			
CEO:		Date:	