JOB TITLE: **Vehicle Aide** WAGE/HOUR STATUS: **Nonexempt**

REPORTS TO: **Director** DATE REVISED:

##### Primary Purpose:

Ride Vehicles and help drivers ensure safe and orderly transportation of clients with disabilities.

##### Qualifications:

**Education:**

High School Diploma/GED

##### Special Knowledge/Skills:

Ability to follow verbal instructions and communicate effectively. Ability to operate safety equipment and adaptive equipment.

Ability to work well with children and adults with disabilities.

##### Experience:

None

##### Major Responsibilities and Duties: Client Management

* 1. Assist clients with disabilities on and off the Vehicle according to their individual needs.
  2. Supervise clients as they board and leave Vehicle and cross street.
  3. Learn and adapt to each client’s special medical, physical, communicative and emotional

##### Routes and Schedules

* 1. Become familiar with all routes to and from the facility to be of assistance to driver.
  2. Maintain an updated route schedule.

##### Safety

* 1. Supervise use of seat belts, harnesses, or car seats by clients.
  2. Follow emergency procedure and help driver administer first aid, if necessary.
  3. Operate equipment according to established safety procedures.
  4. Follow established procedures and techniques to perform job duties including lifting, assisting clients, etc.

##### Other

* 1. Become familiar with and follow procedures established by the company.
  2. Help driver keep Vehicle clean.
  3. Work irregular hours as needed.

##### Supervisory Responsibilities:

None

##### Equipment Used:

Wheelchair lift, ramp, lock, and special needs adaptive equipment.

##### Working Conditions:

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing and pulling; moderate lifting and carrying. Work outside and inside; work outside and inside; work around vehicles and machinery with moving parts; moderate exposure to extreme temperatures and vehicle fumes.