Jefferson County
Position Description

Name:

Department: Human Services

Division: Aging & Disability Resource Center

Position Title: Van Driver 2

Pay Grade: 2 **FLSA:** Non-exempt

Date: November 2026

Reports To: Transportation Coordinator

Purpose of Position

The purpose of this position is to transport clients and consumers as needed for Jefferson County Human Services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all- inclusive. Other duties may be required and assigned.

- Operates the county wheelchair-accessible van, providing transportation for elderly residents and individuals with disabilities to medical appointments and nutritional services.
- Assists clients in wheelchairs in and out of the van, up and down ramps, and secures clients safely.
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- Assists clients to and from home, to vehicles, and destination(s).
- Compiles and prepares daily trip statistics.
- Cleans vehicle inside and out.
- Completes daily pre-trip vehicle inspections and reports need for repairs.
- Collects, records and deposits rider donations.
- Assists transportation scheduler as needed.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None.

Minimum Training and Experience Required to Perform Essential Job Functions

Six months related experience and/or training; or equivalent combination of education and experience. High school diploma or equivalent required.

Preferred Training and Experience Required to Perform Essential Job Functions

Twelve months related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

Valid Wisconsin Driver's License. Successfully complete wheelchair van training.

Knowledge, Skills, Abilities

- Ability to reliably and predictably carry out one's duties.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments.
- Ability to handle, load and unload, and move and guide materials using simple tools.
- Ability to operate a multi-passenger motor vehicle.
- Ability to push, bend and direct wheelchair.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities**.**

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision. This position also requires flexibility and ability to bend and secure wheelchairs into place and assist clients as necessary.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions. Travel required.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Van Driver II Job Class: 4615

Employee Date

_____ _____

Supervisor Date

_____ _____

Human Resources Date

_____ _____