**Bedford County Government Veterans Service Office**

**1 Public Square, Suite 20**

**Shelbyville, TN 37160**

Department: Veterans Service Office Status: Part-Time

Position: Alternate Van Driver Classification: Non-Exempt

 **Part-Time Alternate Van Driver**

**Definition:**

The position of Alternate Van Driver is under the supervision and direction of the Veterans Director/Service Officer or their appointee. The employee transports, assists, and escorts passengers to and/or from designated locations such as VA Medical Centers and surrounding doctor/clinics in Murfreesboro, Nashville and Middle TN. The employee maintains records, logs, reports, identifying passenger cancellations and no shows, vehicle inspections reports, mileage logs, and individual timesheet. The employee will be responsible for ensuring the safety of the van and passengers by enforcing the rules of conduct and operation. The employee adheres to check-in and check-out times as scheduled and performs pre-and post-trip vehicle inspections.

**Equipment/Job Location:**

* Work is performed in assigned commercial van and/or county vehicle.
* Employee will be exposed to various doctor and professional plazas for transport of passengers
* Employee will work in an outdoor environment
* Employee will be exposed to various weather conditions such as seasonal heat and cold or adverse weather conditions. *Note: If Bedford County schools are closed, the van nor car will run. Must call scheduled passengers to let them know as soon as they know*.
* Position is exposed to traffic hazards and must report any accident/incident involving county vehicles.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

* Ability to regularly stand, bend, walk, climb stairs, and sit for long periods of time
* Ability to drive a vehicle for an extended period of time.
* Sufficient use of hands to finger, handle or feel objects, steering wheel, tools, or van controls and to reach with hands
* Sufficient manual dexterity which permits the employee to operate a commercial motor
* Physical strength and agility to assist elderly and disabled individuals to and from a vehicle
* Ability to lift up to thirty (30) pounds (empty wheelchairs)

**Essential Functions:**

*Essential and other important responsibilities and duties may include, but are not limited to the following:*

* Operates assigned vehicle in a safe and courteous manner in transporting veterans to and from the VA Medical Centers and surrounding physician/clinics in Murfreesboro Nashville—from their homes to assigned appointments.
* Utilizes safe and defensive driving practices
* Provides effective communication between passengers and staff
* Assists passengers, including handicapped, in and out of vehicle; operates securement devices, as needed
* Effectively reads and interprets maps and driving directions to plan the most efficient route service for veteran passengers
* Keeps the transport vehicle clean inside and outside
* Maintains accurate time log, vehicle maintenance records, fuel purchase receipts, incident reports, accident reports, vehicle condition reports and other records that are requested from management
* Reports maintenance tasks on assigned transportation vehicle in a timely manner to management
* Properly fuels the transportation vehicle
* Coordinates the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions
* Performs pre-and post-trip vehicle inspections to maintain equipment
* Performs work safely in accordance with departmental safety procedures of Bedford County Government and the Tennessee Department of Transportation
* Maintains veteran medical confidentiality in accordance with HIPPA regulations

**Additional Examples of Work Performed:**

* Performs general department duties as assigned and any other duties as assigned by management
* Attends any required departmental in-service or safety training

**Required Knowledge and Abilities:**

* Operations of passenger van or county vehicle
* Knowledge of driver/vehicle health and safety regulations
* Basic knowledge of HIPPA compliance
* Knowledge of traffic laws involved in operating a passenger van and county vehicle.
* Knowledge and familiarity of the local street and office locations in Bedford, Rutherford, Davidson and Coffee County
* Knowledge of Bedford County Personnel Policies and Procedures
* Ability to communicate and get along well with others
* Ability to exercise good judgement and problem solving skills
* Ability to work independently with minimal supervision
* Ability to be prompt and dependable for all assignments, including early morning assignments scheduled

**Qualifications:**

* Possession of a valid TN Driver’s License
* Veterans desired
* CPR certified desired
* Successfully complete any all pre-employment background checks and medical screenings

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Alternate Van Driver for the Division of Bedford County Veterans Services (Part-Time) describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract for employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities, and any subsequent revisions.

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Signature Date

*\*\*Bedford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*