



TURNING POINT
POSITION DESCRIPTION

POSITION: Transportation/Van Driver
PROGRAM: Substance Use Disorder Program

Revised: **March 2022**
PREPARED BY: Human Resources

POSITION PURPOSE: To provide transportation in the passenger vans for Turning Point clients.

REPORTING RELATIONSHIP: Reports to the Operations Manager. There are no direct reports.

ESSENTIAL FUNCTIONS:

1. Provides daily transportation for all agency clients.
2. Operates vehicle in conformance with Turning Point regulations and traffic laws.
3. Performs routine servicing of vehicle such as fueling, checking fluid levels, changing tires as needed and washing the vehicle.
4. Arranges and delivers the van for repairs and service to the dealer.
5. Determines the routing schedule that is most efficient in time.
5. Delivers meals from Primary to Mrs. Bea's daily.
6. Maintains written log of repairs and work performed on vehicles.
7. Keeps an ongoing upstanding Minnesota license and driving record.
8. Keeps an orderly van.

NON-ESSENTIAL FUNCTIONS:

Performs other duties, as assigned to help Turning Point achieve its mission.

CONTACTS: Internal contacts include clients and all Turning Point staff.

FULLY QUALIFIED HIRING GUIDELINES: High school diploma or GED. A valid MN class C license with passenger-endorsed license, no DWI on record for past two years. Two years experience transporting individuals as a profession in vehicles requiring a license, passenger-endorsed license. New applicants with a history of chemical dependency must provide evidence via three letters from three responsible professionals in the field stating that the applicant has maintained sobriety for a minimum of two years. Pay \$14.00 per Hour.

EOE

Employee Signature

Date