

Richland County

Position Description

Position Title: Casual Driver/Escort/Bus Driver **Department:** Health and Human Services

Reports to: Aging & Disability Resource Manager **Pay Grade:** GB

Date: 06/11/2025

Hours per week: up to 17 hours per week

Purpose of Position

The purpose of this position is to provide a variety of transportation services for the Aging and Disability Resource Center of Eagle County - Richland County Office.

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 or assigned.

- Picks up clients at home, transports them to medical appointments, and returns them home when appointments are completed.
- Assists (opens doors, steadies) clients with getting to and from and in and out of the van as needed. (Does not physically lift or transfer clients).
- Assists wheelchair bound clients with loading, unloading, and wheelchair securement in county owned accessible vehicles.
- Drives for preset bus routes to take people to medical appointments, social outings, and for personal business.
- Reports maintenance or repair needs to the Transportation Coordinator or ADRC Manager.
- Ensures vehicles are clean and filled up with gas.
- Reports all passenger or driver incidents to the Transportation Coordinator or ADRC Manager immediately.
- Keeps mileage, daily vehicle inspection, and passenger logs.
- Maintains client confidentiality.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Current driver's license and unlimited access to reliable transportation. Ability to operate a minivan and medium sized wheelchair accessible bus (no CDL required)

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to follow a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure, and sort information. Ability to assemble copy, record, and translate data and information.
- Ability to utilize descriptive data and information, such as regulations, correspondence, and general operating manuals.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.

Judgement and Situational Reasoning

- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in routine situations.
- Ability to use functional reasoning in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to understand and report unusual circumstances to supervisor.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements.
- Ability to exert moderate effort in work, including stooping, kneeling and crouching. Ability to handle, finger and feel.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to physically respond to a variety of settings to provide services including private residences, hospitals, and clinics.
- Ability to assist frail/elderly consumers in and out of vehicles.
- Ability to operate a motor vehicle including a minivan.

Environmental Adaptability

- Ability, regarding environmental factors such as temperature variations, noise, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a low risk for disease or physical harm.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Special Requirement

As a post-offer pre-employment condition, a criminal background check conducted by the State Department of Justice (DOJ) including FBI fingerprinting must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

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