

FLCA/Wayne County Action Program, Inc.
Job Description
Revised 01/2025

Job Title: Van Driver
Department: Success Center Campus

FLSA Status: Non-Exempt
Reports To: SC Director

Summary: As Success Center Van Driver, you will provide our clients with the freedom and convenience of reliable, safe transportation. Success in this position will require exceptional communication skills, attention to details, creative problem solving, and the ability to operate a motor vehicle in a safe and efficient manner. This is a part time, 25 hour per week position that requires a flexible schedule to meet the needs of residents.

Essential Duties and Responsibilities:

- Operate vehicles and provide safe transportation to and from covered activities.
 - Transport clients on regular assigned runs and special assignments.
 - Perform pre-trip and post-trip vehicle inspections.
 - Monitor riders and always maintain safe riding conditions.
 - Maintain interior and exterior vehicle cleanliness.
 - Provide special assistance as needed when transporting and accessing the vehicle.
 - Ensure all equipment is functioning properly and report non-operational devices immediately.
 - Must be able to perform duties in extreme weather conditions for extended periods of time.
 - Observe all state and federal mandatory safety regulations and FLCA specific policies.
 - Report all citations and accidents to FLCA and complete all required forms in a timely manner.
 - Always react professionally, especially in emergency situations.
 - Maintaining HIPAA compliance and confidentiality of information regarding all passengers.
 - Perform responsibilities in an ethical and professional manner.
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- Attend all Staff meetings, Site Support meetings, trainings and meetings as directed.
 - Maintain professional working relationships, with outside agencies, vendors, team members and other center and agency staff.
 - Complete records, accurately and submit as required.
 - Clock in and out on the center time clocks at your assigned time, review, and approve timecards Report any errors in writing to your supervisor upon discovery.
 - Arrive and leave on time for your scheduled shift.
 - Other duties as assigned.

Qualifications

- High School Diploma or GED
- Clear all required fingerprinting, and background checks required by FLCA
- Clean driving record with no more than 1 minor violation reported in the last 39 months or multiple minor violations in the last 10 years.

Physical Demands:

- Must be able to get in and out of the vehicle.
- Sit for extended periods time
- Working knowledge of GPS-enabled fleets highly desired.
- Ability to multitask; excellent time management skills.
- Excellent communication skills.
- Ability to solve problems and make decisions.

Medicaid Compliance:

- *Medicaid fraud and abuse effects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG's recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.*
- *Wayne County Action Program employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG's fraud hotline. Tips can be completely anonymous – and OMIG investigates all reported information.*

Employer's Disclaimer

- **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**
- **This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**
- **This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.**