

## **The Arc Noble County Foundations**

### **Job Description: Driver/DSP**

**Essential Job Functions:** The Driver/DSP will provide transportation services while embracing the agency's mission and vision. Job duties may include, but are not limited to, the following:

- Provide transportation services to individuals in service.
- Provide direct support, positive direction and assistance to each individual as outlined in each individual's Person Centered Individual Support Plan (PCISP), risk plans and in cooperation with the individual's team;
- Ensure health and safety by following all health, safety and emergency procedures while encouraging individuals to do the same;
- Ensure each individual exercises rights and rights are not restricted without due process;
- Ensure each individual is treated with dignity and respect;
- Complete all applicable documentation;
- Provide transportation, as necessary, to individuals supported by the agency;
- Complete vehicle checklists to monitor the safe operation of each vehicle and report finding to the Transportation Manager;
- Take vehicles for repairs as scheduled;
- Deliver subcontract work, as needed;
- Work in various locations;
- Work irregular hours (if necessary) to accomplish workload; including driving open van routes; and
- Complete other duties as assigned.

**Qualifications:** Must be 18 years of age and meet the physical demands, and other competencies as further outlined in this job description.

Certificates, Licenses or Registrations: As applicable, must possess a valid driver's license and good driving record as defined by the agency's policies. Must have access to a vehicle in sound operating condition and proof of current auto insurance. Must have clear background checks and certifications as defined by regulations and policies. Must pass Passenger Assistance Training (PAT) if driving agency vehicles, when applicable. Must pass, obtain, and maintain the Home & Community Support Professional Certificate through the Indiana Family & Social Services Administration. Must complete and pass any trainings as specified by the agency.

**Physical Demands:** Ability to do daily standing, bending, and lifting, to sit for long periods of time and to secure wheelchairs in accessible vehicles.

**Other Competencies (skills, abilities, behavior):** The successful candidate will be punctual, flexible in respect to hours of work, work location and changing conditions, manage diverse relationships, plan ahead, problem solve, work as a team, demonstrate an interest in and empathy for individuals, and successfully complete and apply all training.

**Supervisor:** Transportation Manager

Created 12/15/2023 kc. Reviewed July 2024 for accuracy – JMK. Updated by CEO 1/30/2025 to reflect no longer requiring high school diploma/GED & addition of PAT training. Updated by CEO 07/22/2025 to requirement of PAT training only when applicable. Updated by CEO 07/30/2025 to add requirement of HCSP certificate and trainings specified by the agency.