**CDL Driver**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Drives and escorts residents to various locations, including errands, activities, and doctor’s appointments. May be responsible for completing related paperwork and/or coordinating vehicle maintenance

**RESPONSIBILITIES**

* Transport residents and employees to various locations safely and efficiently.
* Comply with all traffic regulations.
* Immediately report all traffic violations and/or accidents to Supervisor.
* Maintains the cleanliness of vehicles, checking gas, oil, tires and other items on a routine basis.
* Assist passengers entering and exiting vehicles, aiding with packages, etc.
* Aids residents and/or stays with residents on trips as deemed necessary.
* Maintains daily log of trips, passengers carried, and distance traveled.
* Completes pre-start checklist daily.
* Maintain resident charges for routine runs as well as special outings and provide
* documentation within designated timeframe.
* Must be available to work flexible hours, which would include days, evenings, and weekends and be available by phone in case of possible scheduling changes.
* Provide a DMV Driving record annually for review.

**QUALIFICATIONS**

* High School Diploma or GED.
* Must have Commercial Driver’s License (CDL), Class B with passenger endorsement.
* Driving record from DMV must be provided and be free of infractions.
* 1-3 years of related experience preferred.
* Must be able to lift 25lbs and physically assist residents on and off vehicles.