**Driver**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Transports residents and employees to designated locations using Westminster-Canterbury

vehicles. The drivers are directed and scheduled for assignment by the Transportation

Coordinator, and works closely with transportation coordinator to ensure transportation needs are being met.

**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**

* Must hold a valid, driver's license with no restrictions.
* As a representative of Westminster-Canterbury, must be able to deal with the public tactfully and respectfully at all times.
* Driving record from DMV must be provided and be free of infractions.
* Must be able to lift 25lbs and physically assist residents on and off vehicles.