

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Residential Life

POSITION: Taxi Driver

GENERAL SUMMARY

To provide safe and timely transportation for the Sisters. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters assuring confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Responsible for safely driving the Assisi Heights taxi/van to Clinic and other predetermined destinations on a daily time schedule
- Monitors the daily schedule, utilizing taxi/van according to number of passengers
- Follows all road safety rules and regulations, including laws regarding cell phone usage
- Provides assistance to Sisters with getting in and out of the taxi/van
- Complete unscheduled taxi/van runs to locations for Sister’s needs, upon approval of the Director of Residential Life
- Monitoring riders in the taxi/van, insuring that it is an authorized rider, if they are not an authorized rider referring them to the Director of Residential Life for correct authorization
- Complete daily monetary drops at banks as requested by the Business Office
- Takes responsibility to clean and care for vehicles
- Follows established dress code positively representing the Sisters of St. Francis
- Identify and communicate concerns regarding taxi/van car maintenance to the Maintenance staff when necessary

OTHER FUNCTIONS

- Completes occasional errands for Assisi Heights Sisters as approved by the Director of Residential Life.
- Fills in for other departments during downtime
- Other duties as assigned by the Director of Residential Life.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation

QUALIFICATIONS

- Valid Minnesota Driver’s license, maintaining a safe driving record free from any major traffic violations

(Qualifications- continued)

- Knowledge of all road & traffic safety rules and regulations
- Skill in the operation of motor vehicles and equipment such as wheelchairs & walking aids
- Ability to perform the physical requirements necessary to load a wheelchair and occupant in and out of the van
- Good problem solving skills
- Good communication skills
- Good time management & organization skills
- Ability to be flexible
- Ability to work safely
- Ability to understand and follow written and verbal instructions
- Ability to work independently and with others

WORKING CONDITIONS

- Sitting, standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis
- Wheelchair and occupant to be pushed/pulled on and off the van lift
- Objects occasionally required to be lifted and/or carried range from 5-25 lbs.
- Work is performed in a wide range of outdoor weather conditions
- Work is occasionally performed indoors and
- Exposure to traffic noises and associated fumes on a daily basis

ACCOUNTABILITY: Reports to Director of Residential Life

POSITION LEVEL: N-3

FLSA: Non-Exempt

DATE PREPARED: September 2006

DATE UPDATED: Sept 2011, Feb 2013, Nov 2013, April 2017, June 2018, April 2019
Oct 2020, Jan 2025

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Director or: _____ Date: _____

Congregational Leadership