



Pennington County
Client Driver
(Non-Exempt- A13)

Position Objective:

Client Drivers will transport agency clients to job or medical appointments on time. They will maintain a strict schedule of transport list. They will also be responsible for daily maintenance and upkeep of agency vehicle.

Essential Functions:

- Must help meet the appointment needs of clients as set by agency.
- Must obey all traffic rules/ regulations and max speed limits as set.
- Responsible for the routine check-up of the vehicles, routine check up to include but not limited to oil, brake function, water, lights and tire conditions.
- Endeavor to give attention to multiple client needs.
- Maintain confidentiality regarding client information.
- Make sure to park the vehicle at the designated location.
- Excellent directional skills and knowledge of city streets.
- Must ensure passenger safety at all times.
- Maintaining professional boundaries with clients while role modeling appropriate behavior by treating all with respect and dignity.
- Operating facility vehicles in a safe manner and obeying all traffic laws and rules.
- Ensuring seatbelt is worn by all in vehicle at all times.
- Transporting clients to outside appointments utilizing agency vehicle.
- Delivering and picking up items as directed by the supervisor and administrative staff.
- Being punctual and ensuring clients arrive at and are picked up at scheduled location on time.
- Maintaining facility vehicle to be clean, in good working condition, and sufficiently fueled.
- Report incidents, accidents or concerns immediately to the housing director.
- Assist with laundry or other task as assigned when no transports.
- Performing other duties assigned.
- Adhering to all policies and procedures and maintain the integrity, professionalism, values and goals of the Sheriff's office.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- High School Diploma or GED
- SD Driver's License
- Clean driving record
- Good time management skills

Working Environment:

The Client Driver will be in a vehicle much of the day. Will be kept on a tight schedule of appointments to drop off/ pick up clients.

Physical Requirements:

This will require long hours of sitting and driving. Driver must also be able see close up and far away. Driver must be able to drive safely, defensively while on the road to prevent accidents.