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| Job Title: | Driver  | Job Category: | Non-Exempt - Hourly |
| Location: | Colorado Springs | Travel Required: | Driving position – yes. No overnight |
| Level/Salary Range: | $12.00 - $15.00 | Position Type: | Full Time |
| HR Contact: | Roslyn Beall | Hours of Work: | TBD |
| Date Posted: | March 11, 2019 | Posting Expires: | When Filled |
| Applications Accepted By: |
| Fax or E-mail:719-633-0845 or infomoves@envidacares.org**Subject Line**: Application for DriverAttention: Transit | Mail:Envida—Human Resources 5660 N Academy BlvdColorado Springs, CO 80918 |
| Job Description |
| Summary of FunctionResponsible for transporting people with disabilities, low-income, and/or older adults from their home to medical appointments, work, errands, church and other reasons. Provide door-through-door service, ensuring passenger and vehicle safety and commitment to schedule. Role and Responsibilities* Conduct documented pre- then post-trip inspections daily on vehicle to ensure safety and ready for operation.
* Maintain daily accurate and up-to-date paperwork associated with driving duties including fuel purchases, accident reports, incidents reports, vehicle condition reports and other records as requested by management.
* Provide safe and punctual transportation and assistance to the public that may include people with disabilities or older adults with courteously and compassion.
* Collect and secure passenger donations daily and deliver to main office.
* Communicate daily with dispatch while on the road to include notification of emergency responders, accidents or medical emergencies.
* Communicate with supervisor, other drivers, and office staff regarding deviation from schedule or any other concerns.
* Mandatory attendance at periodic safety training meetings.
* Support Transit Director in maintaining vehicles and records.

Knowledge, Skills, and Abilities* Ability to read and interpret road signs.
* Ability to communicate effectively with a variety of people with various abilities.
* Ability to work collaboratively and on a team to meet organizational objectives
* Familiarity and ability to drive a larger than normal vehicle and operate a motorized lift.
* Clear written and oral communication skills with clients and the office.
* Ability to safely and properly restrain wheelchairs in vehicle.
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| Qualifications and Education Requirements* Must be 25 years old or older.
* High school diploma or GED.
* Valid current driver’s license with a clean Motor Vehicle Record.
* Able to pass a background check and drug test.
* Ability to lift 75 pounds.
* Work with people in wheelchairs from their home to destination, with a maximum of three steps.
* Problem solve quickly while maintaining composure and safety of passengers at all times.
* Qualified candidates, once employed are offered training in order to pass a national safety course.
* Experience working in diverse environments.

Preferred Skills* Experience driving a large vehicle.
* Experience driving disabled passengers.
* Basic computer literacy.
* CPR and First Aid.

Organizational Relationships* Reports to Transit Supervisor.
* Works with dispatcher, other drivers and staff.

Working Conditions* Driving a large vehicle.
* TEAM Environment.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read the above job description and fully understand the conditions set forth therein, and if employed as a Driver, I will perform these duties to the best of my knowledge and ability.Signature: Date: |
| Reviewed By: | Roslyn Beall | Date: | August 6, 2018 |
| Approved By: | Gail Nehls | Date: | Click here to enter a date. |
| Last Updated By: | Roslyn Beall | Date: | August 6, 2018 |