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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 Driver  Attention: Transit | | | Mail:  Envida—Human Resources  5660 N Academy Blvd  Colorado Springs, CO 80918 | | | | |
| Job Description | | | | | | | |
| Summary of Function  Responsible 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. | | | | | | | |
| 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 | |