



Disability Services, Inc.

Job Title:	Driver – Part Time	Job Category:	Non -Exempt - Hourly
Location:	Colorado Springs	Travel Required:	Driving position – yes. No overnight
Level/Salary Range:	\$12.00 - \$15.00	Position Type:	Part-time
HR Contact:	Roslyn Beall	Hours of Work:	TBD
Date Posted:	August 23, 2018	Posting Expires:	When Filled
Applications Accepted By:			
FAX OR E-MAIL: 719-633-0845 or infomoves@envidacares.org Subject Line: Application for PT Driver Attention: Transit		MAIL: Envida—Human Resources 5660 N Academy Blvd Colorado Springs, CO 80918	
Job Description			
<p>SUMMARY OF FUNCTION</p> <p>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.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> ▪ 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 courtesy 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 Fleet Supervisor to maintain vehicles and records. <p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <ul style="list-style-type: none"> ▪ 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.
