Specialized Transit Driver
Job Description

Wage: $14.50 to $16.00 an hour
Hours: After training completion, 10 or more hours per day, four days a week.

SUMMARY OF JOB
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
• Provide safe and punctual transportation and assistance to the public that may include people with disabilities or older adults with courteously and compassion.
• Communicate daily with dispatch while on the road regarding deviation from schedule or any other concerns.
• 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.

KNOWLEDGE, SKILLS, AND ABILITIES
• Ability to communicate effectively with a variety of people with various abilities.
• Preferred 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.

QUALIFICATIONS AND REQUIREMENTS
• Minimum Age: 25
• Minimum Education: Highschool graduate or GED
• Background Check
• Experience with commercial driving, preferred with passengers.
• Must have held an active, driver’s license for at least three years.
• Valid current driver’s license with a clean Motor Vehicle Record.
• Ability to lift 75 pounds.
• Clean and neat appearance.
• 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.
• Ability to use electronic tools provided for the job, e.g., Samsung tablet and GPS.
• Observes confidentiality and safeguards all client related information.
• Must be able to review, complete, and submit paperwork electronically.
• Experience working in diverse environments.