



ASSIST! To Independence

JOB DESCRIPTION

JOB TITLE:	Transport Driver
LOCATION:	ASSIST! Administrative Office – Assigned Destinations
DEPARTMENT:	Transportation
REPORTS TO:	Business Manager
POSITION STATUS:	Non-Exempt with varying hours

GENERAL DESCRIPTION:

- Under supervision of the Business Manager, and ultimately to the Executive Director.
- Provides safe and culturally appropriate transportation services and assists consumers upon request with assistance transferring in/out of vehicle.
- Represents the organization to its consumers, community and service providers.

DUTIES AND RESPONSIBILITIES:

- Provides safe transportation services to and from scheduled pick-up and delivery of consumer and/or supervisors request to provide services.
- Assist consumers in and out of vehicles.
- Provides adequate time for transporting consumer to and from scheduled appointment.
- Follows all traffic regulations and safety regulations for transporting passengers.
- Must have knowledge of driving under certain weather conditions such as snow, rain or muddy road conditions.
- Maintain daily consumer logs and mileage logs, and turns in weekly.
- Reports immediately to supervisor of any vehicle operating problems and/or need for repair.
- Prepare incident reports for all incidents related to consumers.
- Maintain assigned vehicle maintenance logs, and reports weekly to supervisor for any scheduled maintenance needed.
- Maintain appearance and cleanliness of assigned vehicle.
- Report immediately to the supervisor of any accident; complete an accident report as soon as possible after the occurrence and no later than 24 hours after the accident in accordance with the Transportation Policy.
- Attend scheduled meetings which require attendance.
- Other duties assigned.

WORK EXPERIENCE: *Key Competencies (Minimum/Necessary Qualifications)*

- Must have organization, planning and judgment skills; decision making abilities; and possess problem solving skills.
- Must be fluent in Navajo and English
- Must have excellent communication skills.
- Must maintain confidentiality.
- Must possess flexibility skills for multi-tasking
- Must be attentive to detail and accuracy
- Knowledge of operating 2 and 4X4 wheel drive vehicles as well as passenger van and bus.

QUALIFICATIONS/EDUCATION: *(Minimum/Necessary Qualifications)*

- High School Diploma/GED and two (2) years work experience driving.
- Must possess ability to read and comprehend written instruction and information.
- Must possess ability to follow verbal directions.
- Knowledge of the demographics and geographic areas of the communities the organization services.
- Must possess a valid class A Arizona driver's license and maintain a clear driving record.
- Must have CPR, First Aid, Fire Safety and Food Handlers certificates.

WORKING CONDITIONS:

- This position is mostly sedentary with in a driving position of a company vehicle. There is some lifting of medical equipment and assisting consumers to/from vehicles.
- Hours of driving varies based on consumers scheduled appointments and pick up/drop off locations and times.
- The majority of our consumers have a disability and/or medical condition that may require assistance.
- This job description does not list all responsibilities required, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, we reserve the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, work load, rush jobs, or technological developments).