



ASSIST! To Independence

JOB DESCRIPTION

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

GENERAL DESCRIPTION:	
<ul style="list-style-type: none"> • 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:	
<ul style="list-style-type: none"> • 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. • Acquire and memorize locations of consumer’s pick-up and drop-off locations and times. • Maintain daily consumer logs and mileage logs, and turn in daily. • Prepares incident reports for all incidents related to consumers, and turns in daily. • Completes daily inspection of assigned vehicle before and after each use in accordance with procedures to provide safe transportation of consumers. • Maintains daily inspection reports and reports immediately to supervisor of any vehicle operating problems and/or need for repair. • Maintains assigned vehicle maintenance logs, and reports weekly to supervisor for any scheduled maintenance needed. • Maintains appearance and cleanliness of assigned vehicle to include washing vehicle, disposing of all debris and trash and vacuuming. • Reports immediately to supervisor of any vehicle problems that need immediate attention. • Drives vehicles, when assigned, for maintenance and/or repairs. • Maintains adequate fuel for assigned vehicle before and after scheduled trips. • Maintains fuel logs with appropriate mileage recorded and turns in weekly with actual receipts attached. • Report immediately to the supervisor of any accident. • Complete an accident report when there has been an accident with a consumer and/or a vehicle accident 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 that require attendance. • Other duties assigned. 	
WORK EXPERIENCE: <i>Key Competencies (Minimum/Necessary Qualifications)</i>	
<ul style="list-style-type: none"> • Must have organization and planning skills. • Prefer fluent in Navajo and English. 	

- Must have excellent communication skills.
- Must maintain confidentiality.
- Must have judgment and decision making abilities; and possess problem solving skills.
- Must possess flexibility skills for multi-tasking.
- Must be attentive to detail and accuracy.
- Knowledge of operating 2- and 4- wheel drive vehicles as well as passenger vans/bus.
- Knowledge on adding fuel, oil, fluids on a vehicle, changing tires and conducting minor vehicle repairs.
- Knowledge of assisting disabled persons in and out of vehicles.
- Knowledge of cell phone usage and comply with usage procedures.
- Knowledge of credit card for fuel purchases and comply with usage procedures.

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.
- Computer proficiency in word, excel, internet, outlook, preferred.
- Knowledge of Assistive Devices, ADA Laws and Specifications.
- Knowledge of disability rights, laws and accessibility guidelines.
- Knowledge of HIPAA Laws.
- Knowledge of maintaining vehicles for maintenance and repair.
- Maintain professional appearance and attire.
- Demonstrated ability to work independently and use discretion and good judgment.
- Excellent oral and written skills.
- Knowledge of the demographics and geographic areas of the communities the organization services.
- Must possess and 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.
- ASSIST To Independence is a non-profit organization funded by federal, tribal and other grants for the services provided; in addition governed by a Board of Directors.
- 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).