

## VAN/BUS DRIVER

**Job Title:** Van/Bus Driver

**Job Status:** Part-Time or Full-Time Status available

**Department:** Transportation

**Direct Report:** Transportation Manager; Transportation Assistant Manager

**Executive Report:** Director of Operations

### JOB SUMMARY

Expected to drive safely along designated routes obey all (local, state and federal) traffic laws, safety procedures and transit regulations. Pick up and drop off passengers at designated locations and medical appointments. Assisting passengers with disabilities to get into the van or bus as needed. Follow all appropriate timetables referenced in the BAWAC standard of conduct guidelines while on duty. This role will require split shift work schedules for full time status. Part time shifts available for non-emergency medical runs.

### ESSENTIAL JOB FUNCTIONS

#### Van Bus Operation

- Operation of vans, busses, or other vehicles for client employee transportation.
- Research and plan for traffic, weather and/or construction
- Maintenance of assigned vehicles in accordance with vehicle maintenance procedures. All maintenance slips are turned into the maintenance coordinator for vehicles in need of repair.
- Maintain appearance of vehicle both inside and out. This requires vacuuming, mopping, and keeping all windows clear and clean. Use car or truck wash assigned by the manager. Enforce regulations of no smoking, eating, or drinking. Clean inside as deemed necessary.
- Ensure log contained in vehicle is maintained: all mileage, purpose of trips, gas and oil use.
- Driving in a safe and responsible manner. Be courteous to other drivers on the road in addition to all passengers and aids being transported.
- Maintain certification and or licensure as needed.
- Maintain a valid driver's license.
- The person in this position needs to occasionally move about inside an office to access filing cabinets, office machinery, etc.
- Maintain clean driving record from accidents, citations, or other incidents that may reduce insurability. (Notify Transportation Manager immediately of any accidents or citations.)
- Interact and converse professionally with dignity, respect, and proper courtesy, and follow program plan specifications as notified by transportation coordinator.
- The ability to communicate information and ideas so others will understand.
- Must be able to exchange accurate information sufficiently to transportation coordinator or staff of various programs or providers regarding client behavior.
- Perform other duties as assigned or required within the transportation department.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Valid Driver's License with a clean driving record.
- At least one year of driving experience to perform the job safely
- Excellent navigation skills and proficiency in using navigation applications to find locations
- Time management and organizational skills to stay on schedule
- Exceptional communication and interpersonal skills to interact with clients
- Physical stamina and good upper body strength to transport, move or assist clients with disabilities. Drivers must be able to bend, crouch, squat, and be able to push wheelchairs without restriction.
- Ability to be licensed and or certified as needed for areas of responsibility.
- Physical stamina and strong mobility to clean vehicle as needed and assist all passengers as needed
- Must be able to remain in a stationary position approximately 80% of the time with approximately 20% of time spent assisting passengers on and off the vehicles.
- Full time will require 30+ hours worked each week.

## EDUCATION AND EXPERIENCE

- High School Education or Equivalent

## BENEFITS

- Health Insurance
- Dental & Vision
- 401K
- Basic Term Life
- Short and Long-Term Disability
- FMLA
- Paid Time Off

***BAWAC is an Equal Opportunity Employer***