

People Services, Inc.

Job Description

Job Title: Driver

Service Unit: Konocti Transportation Services

Job Status: Split-shift/Part-time

Supervisor: Director of Transportation

General Purpose:

Transportation Drivers will provide safe transit for persons with developmental disabilities. Transportation Drivers will treat fellow staff and customers with respect and dignity. Transportation Drivers will drive as assigned by their supervisor and be flexible to the needs of PSI consumers.

Qualifications:

- Fingerprint clearance and has signed a Criminal Record Statement
- Negative results to pre-employment drug testing and all random tests during employment
- Obtain and maintain a clear driving record
- Obtain and maintain a Class B Driver's license with a valid medical card for licensed facility
- Adherence to drug testing policy
- High school diploma or equivalent
- Class B Driver's license
- Obtain and maintain valid certifications in CPR and First Aid
- Pass a driver's proficiency test as required by the Director of Transportation.
- Negative TB test
- Minimum of 18 years of age
- Experience with working with people with disabilities is desirable
- Ability to be a positive presence within the Transportation Service Unit
- Ability to be part of resolution and solution
- Have good communication skills
- Ability to keep minor clerical records as assigned
- Ability to follow directions.

Essential Job Duties:

- Safe operation of vehicle assigned in transporting consumers.
- Assist passengers in loading and unloading.
- Keep accurate attendance and mileage records.
- Perform pre-trip and post trip inspection of vehicles.
- Communicate maintenance needs in writing to the Director of Transportation.
- Provide care as needed in serving persons with disabilities.
- Adhere to KTS policies and procedures in the Driver's Handbook.
- Be dependable and on time for all assigned routes.
- Be flexible to schedule changes as needed.
- Perform routine maintenance duties for assigned van as needed.
- Keep assigned vehicle clean inside and outside.
- Follow oral and written instructions.
- Assist with the supervision of Agency Dances.
- Document all incidents and accidents immediately.

- Bending and Kneeling as needed to tie down/untie wheelchairs.
- Preparation and monitoring of ISP per assigned client. This includes training; coverage; daily/monthly data collection.

Is there anything that would keep you from meeting the job duties as outlined?

Yes No

How may we accommodate you?

Signature

Date

People Services, Inc. is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, ancestry, marital status, sex, gender, gender identity, gender expression, transgender status, color, religion, age, military or veteran status, national origin, medical condition, physical or mental disability, actual or perceived sexual orientation, HIV status or any other characteristic protected by law. The applicants selected for hire must provide proof of ability to work in the United States per the Immigration Reform and Control Act of 1986 and pass a drug-screening test and fingerprint clearance.