

Job Description

Van Driver/Transportation Assistant

The Driver will be providing transportation for participants in the Workbridge/School-to-Work. This is a part-time, hourly position that requires flexible hours. The following are essential roles:

- The Driver must follow safety rules as passengers board and exit buses or cross streets near bus stops.
- The Driver must comply with traffic regulations to operate vehicles in a safe and courteous manner.
- The Driver must check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order.
- The Driver must maintain order among passengers during trips to ensure safety.
- The Driver picks up and drops off passengers at regularly scheduled locations, following strict time schedules.
- The Driver reports any bus malfunctions or needed repairs to the Director of Policy and the Vocational Services Coordinator.
- The Driver will drive gasoline, diesel, or electrical powered multi-powered vehicles to transport passengers between neighborhood, jobs, and job related activities.
- The Driver prepares and submits reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, or fares received.
- The Driver maintains knowledge of first-aid procedures.
- The Driver must keep bus interiors clean for passengers.

The Driver must have knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety and security for the protection of passengers, data, and property.

Skills and Abilities needed for Drivers

- The Driver must possess these skills:
 - Operation Monitoring. This includes the ability to watch gauges, dials, or other indicators to make sure a machine is working properly.
 - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
 - Social perceptiveness. This includes being aware of others' reactions and understanding why they react as they do.
 - Speaking. This includes talking to others to convey information effectively.
 - Critical thinking. This includes using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
 - Operation and control. This includes controlling operations of equipment or systems.
 - Time management. This includes managing one's own time and the time of others.

- Persuasion. This includes persuading others to change their minds and subsequently, their behavior.
- Reading comprehension. This includes understanding written sentences and paragraphs in work related documents.
- Coordination. This includes adjusting actions in relation to others' actions.
- Depth perception. This includes the ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- Judgment. This includes the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Long distance sight. This includes the ability to see details at a distance.
- Rapid Response. This includes the ability to quickly respond with the hand, finger, or foot, to signal by sound, light or picture when it appears necessary in doing his job.
- Limb coordination. This includes the ability to coordinate two or more limbs. For example: two arms, two legs, or one leg and one arm; while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Active listening. This includes the ability to understand information and ideas presented through spoken words and sentences.
- Effective Communication. This includes the ability to provide information and ideas in speaking so others will understand.
- Quick reactions. This includes the ability to choose quickly between two or more movements in response to two or more different signals. This includes the speed with which the correct response is started with the hand, foot, or other body part.

This position reports to the Workbridge Coordinator.