



**Employee:**

**Title:** Driver

**Program:** Transportation

**Part time:**

**Regular/Hourly:** 3-4 days permanent, including on possible on call hours

**Reports to:** Dispatch/Transportation Manager

**General Duties and Responsibilities:** Transport seniors and disabled passengers in and around the Ukiah area. *Must be available for on call support to cover other drivers.*

- **Specific Duties and Responsibilities:** Insure seat belts are fastened on all passengers, including driver, before moving vehicle. Insure passenger's comfort on rough roads, speed bumps, etc., and maneuver corners carefully. Avoid unnecessary sudden or rapid stops.
- Assist passengers on and off the bus, using bus lift when appropriate. Sell bus passes to passengers and turn monies in after shift.
- Carry packages, bags, etc., to buses and into homes as requested by passengers.
- Routinely check buses for proper preventative maintenance and report maintenance problems to Lead Driver Manager. Perform a safety check on assigned buses at beginning of shift and at the end of shift to ensure everything is in good working order. Include written reports in the comment section on the driver's pre and post inspection form.
- Responsible for keeping bus clean, inside and out. Report any special needs to Driver Supervisor
- Maintain and orderly daily trip log and turn in at the end of shift.
- Observe proper accepted radio procedures as required by the FCC. Observe proper and accepted procedures on and off radio required by HIPPA, (*Health Insurance Portability and Accountability Act.*) Must have ability to maintain confidentiality of information. Follow Dispatch directives.
- Report any concerns on the health or well-being of clients or passengers to Manager.

**Job Qualifications:**

Must have a valid Class C Drivers License, clean DMV printout and proof of auto insurance.

Must be able to pass a drug or alcohol test and submit to random testing during employment.

Must be in reasonably good health and able to lift weight and bend in limited spaces.

Must have a High School Diploma or equivalent.

Must complete paid, mandatory yearly sensitivity and trainings provided by MTA and NonProfits Insurance while employed.

Must have Ukiah Senior Center Insurance carrier approval.

Must be people oriented, especially sensitive to the needs of seniors and the disabled, work well with co-workers and take direction of dispatcher and manager.

Must have understandable speaking voice and adequate hearing of the CB radio.

Must have ability to problem solve with others drivers and dispatch, make decisions based on the best possible choice for passengers, drivers and the transportation program.

Must have exceptional memory skills and be capable to work independently.

Must properly represent The Ukiah Senior Center in a positive, professional and respectful manner.

**Work Environment:** The Ukiah Senior Center (USC) serves seniors from the greater Ukiah area, providing a range of services from transportation for low-income seniors, to dances, games, etc for active seniors, The USC is a professional work environment requiring respectful behavior towards clients, coworker, donors, volunteers and visitors. The USC is a non-smoking, drug-free workplace. Harassment and discrimination based on gender, ethnicity, race, religion, sexual orientation, disability, age is not tolerated. All employees must abide by policies and procedures governing protected health information that are consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and California law. The dress code is casual.

**Salary and Benefits:** This is a part time position. The starting pay rate is \$13.00 per hour and requires successful completion of the 3-month probationary period. Thereafter, compensation rates will be reviewed upon an annual basis in conjunction with employee performance evaluations and subject to approval of the USC Board of Directors. USC offers health and vision benefits to employees scheduled to work 30 hours or more per week, in addition to accrued vacation, sick leave, and 10 paid holidays (all pro-rated for part-time employees).

**About the Senior Center:** The Ukiah Senior Center is a locally based, independent nonprofit organization providing services and activities to seniors in the greater Ukiah area. Programs, services and activities include Transportation, The Lunch Bunch, Outreach, The Dining Room, and numerous activities. The Ukiah Senior Center was established in 1972 and has been in continuous operation since then.

***Disclaimer:***

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this job.*

***A public Benefit 501(c)3 nonprofit organization with federal tax ID # 23-7258082***