

The Center of Hope Foundation

Position Title: Part-Time Driver
Reports To: Transportation Director
Supervises: -

Job Summary

The role of this position is to transport individuals from their residence to Day Program in the morning, and then from Day Program to their residence in the afternoon in a safe and timely manner using a variety of vehicles dependent upon individual need.

Environment

This is a part-time position that requires two to three hours in the morning (6 am - 9 am) and again in the afternoon (2 pm - 5 pm). It can be fast paced in nature and demand focus, level thinking, and a calm and positive attitude,

Required Resources

A respectable driving record and a drivers' license held for a minimum of three (3) years. A comprehensive understanding of State and Federal laws pertaining to the operation of motor vehicles in both Connecticut and Massachusetts. Good navigational ability and the ability to operate standard navigational tools.

Principal Accountabilities, Duties & Responsibilities

- Operation of a variety of vehicles in a safe and timely manner regardless of inclement weather and road conditions.
- Responsible for the care of said vehicle, i.e.: fueling, cleanliness, etc.
- Completing documentation necessary for tracking purposes, such as mileage sheets, attendance, etc.
- Responsible for operating under and understanding the parameters of the MART contract.
- Facilitating good relationships with HCP's, parents, etc. of the individuals that are transported.
- Relaying of information to the department about behaviors, individual needs, and any and all issues associated with the transport

The qualification listed below must support the essential functions and serve as the primary criteria for selecting candidates.

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Minimum Qualifications

High School Diploma or GED, a valid Driver's license of not less than three (3) years.

Minimum Competencies

Must exhibit an ability to focus on task at hand, have excellent communication skills, interpersonal skills, and the ability to interact with both peers and individuals in a respectful and positive manner. Must be able to work in a team-oriented environment.

Minimum Expectations

To successfully obtain all necessary training as required. Training may include, but is not limited to: Defensive Driving, Agency Orientation, Safety Plan and Evacuation, Human rights, Ethics, First Aid and CPR, Etc.

To adhere to Safety, Human Rights, Confidentiality Requirements (HIPPA) and Agency Ethics while pursuing the agency Mission Statement through all aspects of community and Agency involvement.

The employee may be asked to attend Committees or other meetings as they pertain to the job.

Other duties are expected to be performed as requested. Specific duties may be attached as necessary.

The information listed above will be used to evaluate the employee's performance on an annual basis, as specified in the Personnel Policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____