

# Seniors First, Inc. Job Posting - Transportation Driver

## **JOB SUMMARY**

Performs all activities required to safely drive a bus transporting clients and other authorized personnel to and from site locations and other related events; and perform related duties as required or assigned. High school diploma, equivalent, or vocational technical school, desirable. Experience transporting passengers or driving a bus. Requires successful completion of physical abilities test. A valid Class A, B, or C Florida Commercial Drivers License, with a "P" Endorsement, and have an acceptable driving record. Must be able to pass all requirements for a CDL to include the DOT Physical and Drug Screen; and thereafter every 1 - 2 years, or as required per the Medical Examiner for Commercial Driver Fitness Determination. Must submit to random and post accident drug testing.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Drives bus on scheduled routes and maintains accurate information pertaining to stop times and locations.
- Performs daily safety inspection of vehicle, as outlined in the Florida CDL Handbook, and department procedures. Federal and state laws require that drivers inspect their vehicles.
- Transports clients in a safe manner, according to all Federal, State and Local laws on approved routes in accordance with agency operating and safety procedures.
- Exercises greatest care at all times in the transportation of clients.
- Assist clients on and off the vehicle and secures wheelchair passengers in accordance with DOT and Seniors First driver procedures.
- Assist clients with groceries and other related items.
- Treats clients with dignity and respect.
- Reports all company vehicle accidents immediately to the Director of Transportation or the Transportation Coordinator.
- Completes all required paperwork involving any company vehicle accidents and submits to the Director of Transportation on the day of the accident.
- Reports all client incidents in writing to the Director of Transportation or the Transportation Coordinator on the day of the incident.
- Reports all vehicle breakdowns and delays promptly to the Director of Transportation or the Transportation Coordinator.
- Transports clients only in authorized vehicles.
- Keeps interior and exterior of bus clean and neat.
- Learns all required routes.
- Takes all necessary and reasonable precautions to protect clients, property and equipment.
- Reports damage and/or malfunction to the Director of Transportation or the Transportation Coordinator promptly.
- Escorts passengers safely to and from their residence.
- Must keep daily accurate logs in accordance with the Transportation Standard Operating Procedures regarding all transportation trips.
- Keeps daily record of gas, oil, mileage and the number of clients transported.
- Attends all meetings and training sessions as required.
- Assists in the development of good volunteer/staff relationships.
- Duties which include but are not limited to, assisting the Neighborhood Lunch sites and acting as site supervisor in their absence, including picking up food, and the removal of the trash, and any other required duties.
- Some evening, weekend, and holiday hours may be required for special projects and programs.
- Performs all other duties as assigned by supervisor.

## **OTHER RELATED FUNCTIONS**

- Ability to work without direct supervision and make competent judgment decisions regarding vehicle operations and safety.
- Must be familiar with the geography of the community and surrounding area.
- Be thoroughly familiar with all city, county, and State traffic laws and ordinances
- Customer service-oriented.
- Able to work in stressful situations and have the ability to react in a calming manner.
- Ability to determine emergency situations - abuse/neglect, food and shelter.
- Understanding of the elderly and/or disabled individuals.
- Lifting up to 50 pounds, and occasional lifting of up to approximately 100 pounds. Other limited physical activities are required. Exposure to all kinds of environmental conditions this includes but is not limited to adverse weather conditions, extreme heat, noise, road hazards, and adverse environments. Involves exposure to dust and gas fumes.

This is a full time position working Monday – Friday at 37.5 hours a week.

**All applicants must be able to demonstrate ability to pass a pre-employment drug test and a Level 2 background screening.**

**Position Open: December 26, 2017**

**Position Closes: February 1, 2018**

All interested applicants should apply at: [hr@seniorsfirstinc.org](mailto:hr@seniorsfirstinc.org). Apply in person at Seniors First, Inc. 5395 L.B. McLeod Road Orlando, FL. 32811. Internal applicants see HR.

**Seniors First is a... Drug Free Workplace, E-Verify/AA/EOE-F/M/Vets/Disabled**

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or [hrlevel2@seniorsfirstinc.org](mailto:hrlevel2@seniorsfirstinc.org), informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.