

Kennedy-Donovan Center seeks to fill Human Services Transportation Driver position

Position: Human Services Transportation Driver

Status: Part-time, Non-Exempt

Reports to: Transportation Coordinator **Benefits:** Eligible

Supervises: N/A **Location:** Attleboro/New Bedford

Position Description:

Drives vehicles as assigned to transport persons with disabilities or special healthcare needs to various locations as assigned.

Qualifications:

- Must be at least 19 years of age
- Minimum 3 years driving experience, including experience driving multi-passenger vehicles
- Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Completion of CORI and RMV with acceptable results per KDC insurance company and GATRA policies
- Completion of a pre-employment drug and alcohol screenings with acceptable results per KDC and GATRA policies
- Valid Massachusetts or contiguous state Driver's License appropriate to the type of vehicle they will be operating
- Acceptable driving status, as determined by KDC insurance company

Responsibilities:

- Perform vehicle pre-trip inspections and appropriately document the inspection
- Drive vehicles between consumer's home and destination or between the program site and community destination(s)
- Adhere to prescribed route and time frame
- Comply with all traffic rules and regulations to operate vehicles in a safe and courteous manner
- Maintain safety and order on vehicle while in transit
- Ensure that when in transit, any medical equipment is positioned and secured to the floor, vehicle seat or wall of vehicles below the window line
- Complete all required documentation in a timely manner
- Assure that vehicle interiors are kept clean and safe for passengers
- Immediately report any vehicle malfunctions or needed repairs to supervisor
- Maintain agency standards of confidentiality
- Maintain a respectful manner and tone of voice with others
- Promote teamwork and open communication among staff members and consumers
- Perform other job-related responsibilities as assigned

Physical Requirements:

- Ability to sit for extended periods of time
- Ability to kneel and bend
- Ability to drive assigned vehicle in all weather and traffic conditions, including highway and city driving
- Physically able to assist consumers entering and exiting vehicle
- Physically able to operate all safety equipment, including wheelchair tie-downs
- Physically able to propel consumers' manual or power wheelchairs to assure safe movement on and off the vehicle lift.

Annual Training (REQUIRED):

- Safe Driving & Vehicle use as specified through GATRA contract
- Human Rights; Reporting of suspected abuse and neglect
- CPR/First Aid/Universal Precautions (adults and children)
- NVMAB
- Emergency/Evacuation procedure

Employment inquiries can be sent to jobs@kdc.org. Applicant can apply via that email or at kdc.org. Contact will be Maureen Dugas 774-206-1272.