



JOB OPENING

Job Title: DRIVER (Part-Time)
Department: Operations
Reports To: Program Director- Health CareRx Academy
Classification: Non-Exempt
Location: Bridgeport, CT

SUMMARY:

Drivers are responsible for operating a vehicle to transport passengers to and from work and training programs and/or various other program related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Follow relevant state laws and safety and traffic regulations governing operation to ensure a safe ride.
2. Ensuring that passengers follow safety regulations while a passenger and while in care of the driver.
3. Picking up and dropping off passenger(s) according to requests, appointments, or schedules.
4. Assist passenger(s) in and out of vehicle, ensuring they are seated properly, and helping carry bags as needed.
5. Handling emergencies or disruptions with the utmost concern for safety of the passengers.
6. Reading maps and following written and verbal geographic directions while ensuring the safety of passenger(s)
7. Conducting daily DVIR inspections and maintain vehicle in good, clean working condition.
8. Monitoring the need for major repairs, including engine tune-ups, oil and filter change, and tire replacements.
9. Enter transportation data including mileage into drivers log daily.
10. Performing other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current and valid Driver's License required
- Must be Age 21 or older
- V or S endorsement
- Familiarity with and ability to comply with all safety sensitive Department of Transportation (DOT) guidelines
- Knowledge of car safety seat installations (car seat, boosters, etc.)
- Ability to write route reports and correspondence

EDUCATION and/or EXPERIENCE

- High school diploma; and one to three years related experience and/or training; or equivalent combination of education and experience
- Current valid Drivers License with a V or S endorsement
- Must be age 21 or older
- This position requires the ability and patience necessary to ensure the health, safety, and welfare of the passenger(s) at all times

OTHER SKILLS AND ABILITIES

Multilingual preferred

To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, HR Specialist

lkelman@workplace.org