



Driver Job Description

Job Description and Responsibilities:

- Transport elderly clients to and from various destinations including senior center, shopping, and local trips.
- Assisting the participants on and off the bus; assist with their packages (within reason)
- Ensure the safety of the passengers using seat belts, wheelchair tie downs, and other safety devices.
- Complete daily passenger logs and maintain accurate records.
- Collect and record participant contributions.
- Keep vehicle clean and in good condition.
- Inspect vehicle daily and report any operational or structural defects immediately.
- Pickup and return vehicle to parking lot daily.
- Adhere to emergency procedures when necessary.
- Report all accidents immediately to supervisor.
- Perform other duties as required by Supervisor.

Qualifications:

- High School Graduate or General Education Degree (GED) Or Trade school Certificate
- Valid New York State Driver's License – Commercial Driver's License B with passenger endorsement.
- Three years of driving experience in New York City with vehicle of comparable size.
- Ability to read, write and speak English.
- Good organizational skills.
- Dependable and reliable with good time management.
- No more than one moving violation in the past 2 years.
- No driving while intoxicated or driving while impaired citations or convictions.
- Must be in good health.
- Demonstrated sensitivity to the elderly population.

Requirements:

- References: Two professional and one personal
- Drivers Abstract
- Background Check

Program Type: Temporary Full-time to possible Permanent Full-time

Salary: \$22.00 to \$26.00 hourly

Submit resume to Ms. Mynasha Rogers at mynasha.rogers@allencnp.org.

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