



## DRIVER JOB DESCRIPTION

**JOB TITLE:** Driver

**REPORTS TO:** Transportation Coordinator

**DEPARTMENT:** Transportation

**STATUS:** Part Time (20-29 Hours)

**WAGE/SALARY:** \$16.00-\$18.00

**GENERAL PURPOSE:** To provide transportation to medical and personal appointments for people with disabilities. This position requires the ability to make sound independent judgment and adhere to company policies, guidelines, and procedures for safety in all aspects of the job. As well as providing consumers with attentive and courteous service in an ever changing and sometimes challenging environment.

**ESSENTIAL DUTIES:** Duties essential to the position include, but are not limited to:

- Provide transportation to medical and personal appointments for individuals with disabilities.
- Provide transportation for organizations with whom we have Memorandums of Understanding (MOUs).
- Provide transportation for NWCCI peer group participants.
- Provide transportation for active NWCCI consumers to access resources, services and support in the community as fits with their documented goals and Independent Living plans.
- Update and maintain mileage and transportation log.
- Keep vehicles clean, organized, tidy and professional condition as put forth by the supervisor.
- Coordinate flow of information including schedules, manifests and billing information with the Transportation Coordinator.
- Communicate with and report to the transportation coordinator with regard to maintenance, hours worked, expense reimbursements, time sheets, etc.

**QUALIFICATIONS / ABILITIES:** General qualifications and abilities for this position include, but are not limited to:

- Ability to work independently and use sound judgment consistent with company policies, guidelines, and procedures.



- Knowledge of disability characteristics and ability to exercise appropriate disability etiquette.
- Knowledge of professional transportation practices and procedures.
- Knowledge and understanding of Independent Living Philosophy.
- Familiar with streets, roads and geographic locations in and around Routt and Moffat Counties and ability to navigate distance trips to Grand Junction and other places.
- 18 years or older and possess valid Colorado Driver's License, and a clean driving record.
- Must clear a federal criminal history check for all offenses including any felony convictions for child/adult abuse.
- Able to meet program reporting deadlines.
- knowledge of how to use the Google suite of apps (maps, drive, gmail, docs, etc.)
- ability to navigate electronic database software

**EDUCATION:** Minimum educational requirements sought or preferred are:

- High School Diploma/GED preferred

**PHYSICAL DEMANDS / WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions. While performing the essential functions of this position, the employee may:

- Be required to sit and drive for extended periods of time.
- Stoop, lift, push and assist consumers with mobility devices over various terrains
- and in/out of vehicles, buildings, and adapted recreational equipment.
- Ability to lift up to 50 lbs. and appropriately hook up wheelchair restraints and
- seatbelts for those using mobility devices.
- Speak, read, write and understand English.
- Work in a variety of settings, both outdoor and indoor
- Ability to install and remove tire cables/chains when necessary



If you are applying for a position with the NWCCI, please read and acknowledge understanding of the following:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE NORTHWEST COLORADO CENTER FOR INDEPENDENCE (NWCCI) AND THE INCUMBENT IN OR PERSON APPLYING FOR THE POSITION. NWCCI is a licensed, non-profit organization in the State of Colorado, and operates in accordance to Colorado and applicable Federal law. NWCCI IS AN AT-WILL COMPANY. Nothing in this position description restricts NWCCI's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. This description reflects NWCCI'S assignment of essential functions and features of the job have been described. It does not prescribe, limit, or restrict the tasks that may be assigned. Those features may change at any time due to reasonable accommodation, as the needs of NWCCI change or other reasons deemed appropriate by NWCCI leadership.

Printed Name of NWCCI Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_