

# Driver Job Description

\*For Immediate Hire\*

## MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by some (1 year) experience driving transport vehicles; or an equivalent combination of education, certification, training, and/or experience. Must satisfy Level 2 background screening requirements. Must have a valid Florida state drivers' license and maintain appropriate insurance. May be required to have or obtain additional formal certification(s) and complete additional trainings.

## PREFERRED QUALIFICATIONS:

- Experience with disability-service 1 year preferred

## Other considerations:

- Knowledge of the operation, maintenance, capabilities, limitations and safety aspects of transport vehicles
- Operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable department/organization specific software
- Drive transport vehicles
- Interpret and implement all applicable policies and procedures
- Establish and maintain working relationships with those contacted in the course of work
- Employer has attendance standards
- Communicate orally and in writing

## JOB SUMMARY:

Provides transportation for agency clients to and from home and work or training. Other duties may be assigned based on business need.

## EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions below is intended to be representative of the tasks performed within this job.

- Provides transportation of agency clients to their scheduled destinations; remains flexible regarding the daily schedule due to changes in client needs or traffic issues
- Maintains transportation vehicle and work area (i.e., vehicle, floor, machinery, equipment)
- Refuels transportation vehicles with gas as needed; maintains security of the gas card and turns in all gas receipts
- Maintains client travel and vehicle logs

- Maintains updated inventory of materials and equipment to ensure the operation of transportation activities
- Communicates with and relays pertinent information to appropriate agency staff

#### **TRAVEL**

Travel is primarily local during the business day, although some out of area may occur.

#### **Availability:**

Part Time position

#### **Accepting applications until positions filled**

*\*A completed application is required\**

*Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. We are a Drug-Free Workplace.*

#### **About The Arc Nassau**

The Arc Nassau mission is to Educate, Motivate and Encourage individuals with disabilities. We provide Employment Services and educational programs to prepare individuals to improve their social interaction, community engagement and employment skills.