

## JOB DESCRIPTION

<b>Title:</b> Transportation Support	<b>Reports to:</b> Transportation Manager	<b>Pay Status:</b> Temporary/PT/Non-exempt <b>Split Shift</b> 7:00am - 10:00am 2:00pm - 5:00pm
<b>Department/Program:</b> Adult Services	<b>Interviewer:</b>	<b>Interview Date:</b>

## SCOPE

The primary duty of the Transportation Support will be to support the Transportation Department for Special Kids Special Families (SKSF). SKSF is a Colorado nonprofit 501c3 organization located in the Colorado Springs area. SKSF was founded in 1998 to provide respite and specialized care for children and adults with disabilities and special needs. Various programs offer community support services to families and are designed to meet the needs of individuals with disabilities throughout their lifespan.

## DUTIES

- Fuel and wash vehicles as needed
- Assist Transportation Manager with vehicle repair plan
- Assist with emergency responses
- Assist with staff vehicle inspection reports
- Assist with client transportation as needed
- Assist with staff training as needed
- Related work as requested

## MEASURES OF SUCCESS

- Ability to work independently and as a team member.
- Ability to communicate information and respond to questions from managers, employees
- Ability to solve problems and deal with a variety of issues

## MINIMUM QUALIFICATIONS

- Prefer experience with vans and small bus transportation
- Prefer experience with adult developmentally disabled population
- Demonstrate good judgment and professionalism
- CPR, First Aid & CPI, & Universal Precautions Certification
- Must to be able to lift and transfer; up to 50 lbs.
- A valid driver's license & current vehicle insurance, and an acceptable driving record per SKSF standards.