

Job Description

<p>Title: Transportation Support</p>	<p>Reports to: Transportation Manager</p>	<p>Pay Status: Temporary/PT/Non-exempt</p> <p>Split Shift 7:00 A.M. - 10:00 A.M. 2:00 P.M. – 5:00 P.M.</p>
<p>Department/Program: Adult Services</p>	<p>Interviewer:</p>	<p>Interview Date:</p>

Scope:

The primary duty of the Transportation Support will be to support the Transportation Department. This is a split shift part-time position from 7am-10am & 2pm-5pm.

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.