**Position Title: Transportation Coordinator/Van Driver**

**FLSA Classification: Non- Exempt (hourly)**

**Position Type: Full time (not to exceed 36.25 hours per a week)**

**Reports to: Executive Director & Program Director**

**Salary Range: $20.50 an hr.**

Jubilee Homes is looking for experience Transportation Coordinator/Van Driver to run the day-to-day operations of the Jubilee Homes Transportation program. Qualified applicants must have experience with scheduling rides for seniors and work ride for clients, creating transportation routes for drivers, as well as creating daily and weekly ride schedules. Qualified applicants must be able to transport clients in a comfortable, safe and timely manner to and from designated pick up and drop off areas throughout Onondaga County.

The purpose of this transportation service is to provide rides to work, medical appointments, grocery stores and pharmacies, to eligible clients.

**Driver responsibilities include but not limited to:**

* Organize and manage route scheduling, ensuring safe, fast and cost-effective paths are utilized.
* Assistant applicants with completing intake forms and collecting necessary documents to deem if applicant is eligible for transportation service
* Create and maintain client files.
* Keep accurate expense and mileage records.
* Managed paperwork, including trip reports, driver logs, mileage, vouchers, invoices and Driver Vehicle Inspection Reports (DVIRs).
* Reviewed client concerns, directing issues to appropriate departments.
* Driving clients daily to scheduled route destinations timely and in a safe manner
* Assisting clients in and out of the van if needed
* Working with agency staff in planning each route based on road and traffic conditions to determine the best routes and time it will take to get to and from each scheduled destination
* Perform pre-trip inspections to ensure vans are in working order prior to start of shift
* Maintaining travel, mileage and maintenance/service logs
* Notifying Executive Director, Program Director or Director of Workforce Initiatives of any maintenance issues and/or to schedule service appointments i.e. oil change, tire rotation, inspections, ect…
* Making sure van is comfortable and clean inside and out may include light detail work i.e., sanitizing of vehicles, car wash, vacuum seats and floors, removal of stains on seats and floors.
* Preparing and submit weekly, monthly and annual program reports
* Conduct outreach to recruit potential clients/businesses to participate in our transportation program.

Ultimately, drivers will help us increase customer satisfaction, making sure clients can depend on us for their transportation needs.

To be considered for this role, you should have ***a valid driver’s license and a clean driving record with no traffic violations.*** Note that you don’t need to have a car; we provide drivers with our own vehicles.

* Listen to traffic and weather reports to stay up-to-date on road conditions
* Adjust the route to avoid heavy traffic or road constructions, as needed
* Answer clients’ questions regarding transportation services

**Requirements:**

* Proven experience as a Driver
* A valid driver’s license (Any employee who is required to drive either a company-owned vehicle or the employee’s own personal vehicle to conduct business on behalf of the company, must possess at the time of appointment, and must maintain throughout employment, a valid New York State driver's license. Proof of such license must be on file with the Jubilee Homes.)
* Pass a background and drug test
* A clean driving record (a copy of a drivers abstract within 48 hours of application is required)
* Minimum visual acuity of 20/50 (or corrected to 20/50)
* Familiarity with GPS devices
* Knowledge of area roads and neighborhoods
* Ability to lift up to 50 pounds
* Availability to work early mornings, weekend and night shifts
* A polite and professional disposition
* Ability to remain calm in stressful driving situations (e.g. at rush hour)
* A high school diploma or equivalency

**Note: Loss of Driver’s License** – An employee who is required to possess a driver’s license or CDL license in order to perform certain job duties and responsibilities must immediately notify the appropriate Department Head in the event the license is suspended or revoked. The loss or suspension of the driver’s license or CDL license may affect the employee’s continued employment with Jubilee Homes, including termination of employment for inability to perform the duties of the job. The Company will utilize the NYS Department of Motor Vehicles’ “License Event Notification Service” (LENS) to monitor activity that may negatively impact an employee’s ability to maintain a required license.