

JOB TITLE

Senior Assisted Transportation Service (S.A.T.S) Driver

HOURS

Part-Time/Non-Exempt; Monday-Friday, 12:00 pm – 4:00 pm



EPpson CENTER FOR SENIORS MISSION

All employees at the Eppson Center for Seniors must display dedication *TO PROVIDE LIFELONG SUPPORT FOR INDEPENDENT LIVING*

QUALIFICATIONS

Required Education and Experience:

- Valid driver's license in State of Wyoming with a safe driving record
- Ability to drive 14 passenger buses
- Completion of Passenger Assistance Service and Safety, First Aid and CPR
- Defensive Driving and Drug/Alcohol Training
- Pre-Employment and Random Drug and Alcohol Screenings

Preferred Education and Experience

- Diploma/GED and/or equivalent experience
- Experience working with a transit system, the public, elders and patrons with disabilities
- 1-2 years of experience in similar role/industry

Skills and Experience:

- Excellent communication skills
- Well-spoken, courteous and work well with little supervision
- Willingness to give back to the Community and a fondness for the older members of our Community
- Ability to multi-task
- Capable of lifting to 50 lbs. and assisting clients in to and out of their homes and vehicles

DUTIES AND RESPONSIBILITIES

- Provide courteous, safe and pleasant transportations to patrons to specified locations in a timely manner
- Assist patrons on and off buses/vans providing door to door service
- Provide stability for patient's walking devices, wheelchairs, canes, walkers
- Secure patrons, wheelchairs, walking devices, canes and walkers with appropriate strapping

Eppson Center for Seniors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Eppson Center for Seniors complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Eppson Center for Seniors expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

- Maintain driver logs and complete pre-trip inspections of vans/buses
- Ensure buses/vans have adequate gas and oil; communicate maintenance needs
- Ensure buses/vans are clean at the end of each shift, trash removed, spills cleaned up, swept out and that the exterior of the van is clean and free of debris
- Continuous communication with dispatcher
- Collect and log patron fares
- Maintenance tasks on buses/vans and around the center
- Other duties as assigned
- *Abide by all personnel policies and guidelines, including all matters of confidentiality, ethical communication, and safety and risk management set forth by the Executive Director and the Eppson Center's Board of Directors*

RELATIONSHIPS

Supervised by the Transportation Manager. Works closely and maintains communication with the Transportation Manager and other Transportation staff members. Communicate effectively, written and verbally, with all staff and patrons.

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