

Position Title: Driver

Location: Forest Manor Multi-Service Center
5603 East 38th Street
Indianapolis, IN 46218

Job Summary: Provide transportation to senior and youth program participants, including outside field trips and activities. Driver may also be asked to make deliveries and pickups (i.e., supplies, food pantry, and holiday items) and perform other errands as requested.

Essential Duties:

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Skills, Knowledge, & Abilities:

- Safely transport program participant to and from the Center, on field trips or recreational activities.
- Schedule preparation and determination of the most efficient route for day pick up and drop off.
- Completion of daily log of person transported and mileage and any other reports required.
- Responsible for vehicle maintenance schedule, logs, and servicing. Driver should immediately advise supervisor of repair needs.
- As needed, assist participant in safely entering and exiting the vehicle, especially children, handicapped, and elderly persons.
- Observe and enforce all laws and regulation governing the transportation of passengers, and operate the vehicle in a safe and lawful manner.
- Pick up supplies, deliver reports and perform other errands as requested.
- Perform other job related duties as assigned.

Educational: High school diploma or equivalent, some post-secondary training in education, recreation or human services desired. At least 6 months of related experience, preferred.

JOB REQUIREMENTS:

- Must possess or be able to obtain a Commercial Driver's License
- Demonstrated ability as a safe driver, with knowledge of driving laws/regulation
- Able to properly operate a van and a 25 passenger bus
- Able to tolerate varying weather conditions
- Able to effectively and sensitively communicate with diverse groups of people
- Ability to lift moderately heavy objects and to push an occupied wheelchair
- Ability to sit for prolonged periods of time
- Familiarity with Indianapolis streets
- Willingness to submit to and ability to pass periodic random drug-testing throughout employment

Reporting Responsibilities: Driver reports directly to the Youth and Senior Director.

Salary Range: \$26,000 - \$30,000/salary per year

Contact Patrick at 545-1204