

PASSENGER TRANSPORT DRIVING POSITION

Job Summary:

1. Compassionate, understanding, attentive to detail and have desire to make sure each client's transportation needs are met.
2. Provide superior customer service, including ability to prioritize, problem solve and convey a positive attitude.
3. Accurately record trip data electronically and/or manually and complete all assigned tasks.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job Employee must be able to:

1. Safely operate motor vehicle in all weather conditions and regularly enter and exit a motor vehicle.
2. Provide supervision and assist clients with varying levels of disabilities to enter and exit the vehicle.
3. Operate motor vehicle passenger and wheelchair securements.
4. Operate motor vehicle wheelchair lift and/or ramp on accessible vehicles.
5. Be able to lift up to 50 pounds and be able to push/pull up to 400 pounds.
6. Work a variety of timeframes, to include early mornings, days and evenings.
7. Duties and Responsibilities
 - Use proper body mechanics to load and unload clients so as not to injure either yourself or the client
 - Clearly communicate and receive instructions from the Office and /or the clients.
 - Perform excellent "Passenger Sensitivity Awareness" characteristics such as being friendly, courteous and patient and have positive body language.
 - Work towards peaceful resolution of conflicts, without being argumentative. Maintain order on vehicle at all times reporting any unsafe, or disruptive behavior to the Office.
 - Maintain timeliness of assigned routes and schedules and notify the Office of any accidents, incidents or problems.
 - Maintain accurate, legible and complete driver paperwork and return completed driver paperwork on a timely basis.
 - Operation of cell phone.
 - Maintain vehicle preventive maintenance checks and report problems to the Office on a timely basis.
 - Maintain interior and exterior cleanliness of vehicle as well as be clean and well groomed.

- Attend all mandatory paid training as offered by Bay Mobility.

Prerequisites:

- HS Diploma, GED and/or combination of education
- 21 years of age or older 2 year min. driving experience
- Valid Wisconsin Driver's License
- Good Driving Record: Cannot have the following:
 - Convicted more than 2 vehicle moving violations within last 24 months/more than 1 at-fault accident resulting in personal injury/property damage within 36 months, or 3 or more cumulative vehicle accidents within 5 years.
 - Combination of 1 unrelated vehicle moving violation and 1 at-fault accident resulting in personal injury/property damage within 24 months.
 - Suspension of driver's vehicle operator's license within 3 years
- Cell phone access required
- Submit to FTA/DOT Pre-Employment Drug Screen and Company Policy enrollment
- Submit to 10 Year Criminal, Sex Offender and Wisconsin Caregiver Background Check
- Complete paid training:
 - CPR/First Aid Certification
 - Passenger Sensitivity Training and Hands On Training
 - Blood Bourn Pathogen Training
 - Defensive Driving Training