



## JOB DESCRIPTION TRANSPORTER/DRIVER

**Reports To:** Transportation Manager

**Job Summary:**

The Transporter/Driver is responsible for safely operating a transportation vehicle with the primary objective of providing safe, reliable and efficient transportation to persons served.

**Schedule:** Part-time, Monday through Friday, morning and afternoon shifts available

**Principal Responsibilities:**

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

- Transporting of passengers that are persons with disabilities to and from Weaver work sites
- Driving various vehicles – including 12 passenger vans – responsibly and safely
- Assisting passengers on/off vehicles
- Following rules and regulations, escorting passengers from vehicle to/from locations, as needed
- Following rules and regulations, securely fastening wheelchairs and scooters when applicable
- Providing professional / courteous customer service to internal / external customers and other contacts
- Complete / submit a daily vehicle condition report and immediately notify management of needed repairs
- Maintain vehicle interior in clean and orderly fashion and provide for exterior cleaning, as necessary
- Following all OSHA and Weaver safety standards
- Being a positive role model for persons served
- Performing other related duties as assigned

**Qualifications:**

- Valid driver's license is required
- Driving record acceptable to insurance carrier is required
- High school diploma or equivalent is required
- Driver must be able to pass a pre-employment drug screen and DOT physical
- Driver must pass background check
- Able to read a map and have a strong knowledge of the Summit County area
- Possess excellent communication and decision-making skills
- Driver's Abstract report is run upon hire and cannot have more than 5 points
- Excellent attendance record
- CPR, First Aid and AED certifications are required and will be provided upon hire

**Physical Demands:**

In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- Pass physical (including range of motion and visual testing).
- Be able to occasionally lift or carry 50+ lbs.
- Have the physical ability to perform the job duties
- Be able to work in conditions that may include exposure to blood-borne pathogens, communicable diseases, potentially infectious material and/or aggressive behavior

**The above statements are intended to describe the general nature and level of work being performed by the people assigned to this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel in this position. Personnel may, at times, be required to perform duties outside of his or her normal responsibilities.**

Weaver Industries, Inc. is a 501(c)3 non-profit organization that provides vocational training and employment opportunities to individuals with disabilities through the operation of several distinct business divisions, including Weaver EarthCare, Weaver ProPak, Weaver SecurShred and Weaver TruClean. **Weaver Industries, Inc. is an Equal Opportunity Employer.**