

Maui Economic Opportunity, Inc.

Job Description



Job Title: PAT Non-CDL Driver Pu'unene
Department: Transportation
Reports To: Driver Supervisor
FLSA Status: Nonexempt
Prepared Date: October 2023
Updated:
Pay Grade: T7

SUMMARY:

Provide outstanding service while transporting clients, which may include wheelchair assisted clients to and from their residence and specified destinations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Transport ambulatory and non-ambulatory clients to and from their residence and specified destinations in a non-CDL vehicle.
- Assist clients into and out of wheelchair.
- Assist passengers in entering and exiting the designated vehicle, to include, but not limited to assisting passengers up and down stairs, curbs, and ramps.
- Assist passengers with packages, parcels and other items weighing up to 25 pounds.
- Assist client door through door as assigned.
- Sanitize seats and common touch areas bus in between runs.
- Comply with federal, state and county traffic and safety regulations.
- Report delays and accidents and incidents immediately.
- Make pre-trip, during trip, and after trip inspections of assigned vehicle to ensure that it is safe and clean.
- Immediately report any vehicle deficiency.
- Utilize an electronic tablet to collect and report daily records of total trips, mileage and number of passengers carried.
- Provide information to participants regarding, routes, pick-up points, street locations, and pick-up times.
- Maintain vehicle donation box for daily project income and turns into supervisor at the end of scheduled shift.
- Attend driver safety training sessions as required by state and local regulations.
- Report all cases of suspected child or adult abuse or neglect immediately.
- Maintain a high level of customer service ensuring that client's needs are met.
- Understand, follows and supports all safety policies and programs.
- Work varied shifts, which may include, nights, weekends and holidays.
- Complete and submit timesheets and all supporting documents on or before the payroll deadline.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Clean and wash vehicle inside and out as needed.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None

Maui Economic Opportunity, Inc.

Job Description



QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Be 21 years of age.
- Knowledge and understanding of transportation rules and regulations.
- Ability to drive the vehicle safely.
- Ability to assist frail and elderly clients.
- Ability to assist individuals into and out of sedan or passenger van.
- Ability to maneuver and negotiate 200-300 pound individuals in a wheelchair over uneven surfaces/obstacles and/or up and down inclined surfaces.
- Ability to use an electronic tablet to receive, collect and report passenger counts.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Organized, detail and tasks oriented.
- Ability to assist frail and elderly clients.
- Ability to pass or current Department of Transportation (DOT) physical.
- No moving traffic citations in the past (3) three years.
- No felony convictions in the past (7) seven years or misdemeanor convictions in the past (5) five years.
- Ability to provide a negative drug test result.

EDUCATION and/or EXPERIENCE:

- Prefer one year related experience, or equivalent combination of training and experience.

LANGUAGE SKILLS:

- Ability to speak English well enough to converse with the general public, understand highway traffic and signals, respond to official questions, and be able to make legible entries on reports and records.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to passengers, and employees of the organization.

MATHEMATICAL SKILLS:

- Ability to add, subtract using whole numbers.

REASONING ABILITY:

- Ability to understand and carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to interact with and have compassion for persons with mental and physical disabilities.
- Ability to relate to and interact with senior citizens and children.
- Ability to defuse agitated clients in stressful situations.
- Ability to communicate calmly in stressful situations.
- Ability to perform well under pressure.

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CERTIFICATES, LICENSES, REGISTRATIONS:

- Type 3 driver's license.

PHYSICAL DEMANDS:

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, the employee is:

- In good health and physically able to perform all duties of a driver.
- Frequently is required to stand; walk; climb or balance; and talk or hear; occasionally required to stoop, kneel, crouch.
- Regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms.
- Regularly required to smell.
- Frequently required to lift and carry 1 to 20 pounds and occasionally lift and carry up to 25 pounds.
- Occasionally assist 200-300 pound individuals into and out of a sedan or passenger van.
- Continuously required to assist 100 to 200 pound individuals into and out of a sedan or passenger van.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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, the employee is:

- Regularly exposed to outside weather conditions.
- Frequently exposed to moving mechanical parts and fumes or airborne particles.
- Occasionally exposed to wet and/or humid conditions, risk of electrical shock, and vibration.
- The noise level in the work environment is usually loud.