

# Maui Economic Opportunity, Inc.

## Job Description

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**Job Title:** Commercial Driver's License (CDL) Trainee  
**Department:** Transportation  
**Reports To:** Safety & Training Manager  
**FLSA Status:** Nonexempt  
**Prepared Date:** June 2006  
**Updated:** July 2022  
**Pay Grade:** T5

### **SUMMARY:**

Participate in CDL training to learn how to operate a commercial vehicle. Learn how to transport ambulatory and wheelchair clients to and from their residence and specified destinations in a 16 or more passenger vehicle.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Learn to drive a 16 or more passenger vehicle.
- Learn to transport ambulatory clients to and from their residence and specified destinations.
- Learn to assist clients into and out of wheelchair.
- Learn to transport escorted ambulatory and non-ambulatory clients to and from their residence and specified destinations.
- Learn to assist passengers in boarding and exiting the designated vehicle, to include, but not limited to assisting passengers up and down stairs, curbs, and ramps.
- Learn to assist passengers with packages, parcels and other items weighing up to 25 pounds.
- Learn about complying with federal, state and county traffic and safety regulations.
- Learn to report delays and accidents and incidents immediately.
- Learn to make pre-trip, during trip, and after trip inspections of assigned vehicle to ensure that it is safe and clean.
- Learn to report any vehicle deficiency immediately.
- Learn to maintain daily records of total trips, mileage and number of passengers carried.
- Learn to provide information to participants regarding, routes, pick-up points, street locations, and pick-up times.
- Learn to maintain vehicle donation box for daily project income and turns into supervisor at the end of scheduled shift.
- Attends driver safety training sessions as required by state and local regulations.
- Learn to report all cases of suspected child or adult abuse or neglect immediately.
- Learn to maintain a high level of customer service ensuring that client's needs are met.
- Learn to understand, follows and supports all safety policies and programs.
- Work varied shifts, which may include, nights, weekends and holidays.
- Learn to complete and submit timesheets and all supporting documents on or before payroll deadline.
- Regular attendance.

### **NONESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Learn to clean, wash, and wax vehicle as needed.
- Perform other duties as assigned.

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### **SUPERVISORY RESPONSIBILITIES:**

None

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to provide a current State of Hawaii CDL class B with a (P) passenger and (S) school bus endorsement learner's permit.
- Able to provide a current Department of Transportation (DOT) medical card.
- Ability to learn and follow transportation rules and regulations.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Organized, detail and tasks oriented.
- Ability to provide a negative drug test result.
- No moving traffic citations in the past (3) three years.
- No felony convictions in the past (7) seven years or misdemeanor conviction in the past (5) five years.

### **EDUCATION and/or EXPERIENCE:**

- Previous experience working in a customer service position and or transportation, or equivalent combination of training and experience.

### **LANGUAGE SKILLS:**

- 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 and 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.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- A current Type 3 driver's license and a State of Hawaii CDL Class B with a passenger and school bus endorsement permits.
- A current DOT Medical card.

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- Negative TB within past 12 months.

### **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:

- Required to be in good health and physically able to perform all duties of a driver
- Frequently required to stand; walk; climb or balance; stoop, kneel, crouch, and talk or hear.
- 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 maneuverer and negotiate 200-300 pound individuals in a wheelchair over uneven surfaces/obstacles and/or up and down inclined surfaces.
- Continuously required to push/pull 1 to 30 pounds and occasionally push/pull up to 50 pounds.
- 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.