RECRUITMENT ANNOUNCEMENT
Wasatch Mental Health
Provo, Utah
(801) 852-4714
www.wasatch.org

POSTING DATE: 02/12/2020 CLOSING DATE: Open Until Filled

Part Time Shuttle Driver
Westpark Family Clinic
750 N Freedom Blvd
Provo, UT
PCN #: HSW72

Must be 21 years of age or older
(With a good Driving Record)

SALARY: $13.55 – $17.17 Hourly
*Starting wage depends on applicable job experience

SCHEDULE: Monday – Friday Varied HOURS: 8am – 5pm

MINIMUM QUALIFICATIONS: High school diploma or GED and sufficient education to demonstrate an aptitude of ability to perform job duties; AND Two (2) years’ experience in driving, preferably in multi-passenger vehicles or delivery vans; OR An equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: Employment at Wasatch Mental Health is contingent on successful completion of a drug screen, motor vehicle record review and criminal background check. After hire you must complete and receive a Criminal Background Clearance (BCI) from Utah State Office of Licensing.

Please go to www.wasatch.org. Complete and submit WMH application on-line. (Please note: Resumes will not be accepted without a completed WMH application.)

~Wasatch Mental Health is an Equal Opportunity Employer~
JOB TITLE: Shuttle Driver

FLSA: Non-Exempt

DEPARTMENT: Care Management Services

EFFECTIVE DATE: 12/2016

DIVISION: Support Services

LAST REVISED: 7/2017

GENERAL PURPOSE

Operates multi-passenger vehicle providing transportation services to agency clients, shuttling as needed to help facilitate access to resources and services, including WMH centers, doctor’s offices, retail stores, etc., to-and-from home.

SUPERVISION RECEIVED

Works under the close to general supervision of the Shuttle/Van Driver Coordinator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Operates multi-passenger van traveling various scheduled and customize routes for agency clients; ensures safety of passengers according to established state and local highway regulations and laws.

Operates and transports clients in all kinds of seasonal weather conditions, snow, fog and etc.; accommodates passenger schedules and needs throughout driving shift.

Manages in-route passenger actions to ensure travel safety; follows agency policy, practice and procedure to resolve problems and mitigate travel disruptions.

Provides vehicle boarding and exiting assistance to clients; assists clients with various physical limitations requiring use of walkers and wheelchairs, etc.; completes and files incident reports. Operates wheelchair lift for non-ambulatory patients.

May monitor passenger schedules and secure verification for passenger privileges according to agency policy and procedure; assists Van/Shuttle Coordinator to identify individuals with passenger authorization; maintains travel and transportation logs; records names of passengers and numbers of trips provided on a daily and weekly basis; maintains related client and program travel records.

Conducts vehicle pre-trip inspection; performs general routine maintenance as needed; fuels vehicles; checks oil, tires, battery; cleans vehicles as required; records information regarding mileage, fuel purchases, oil purchases and maintenance.

Assists to train new drivers; participates in various on-line and field trainings as needed or required.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
   
   A. High school diploma or GED and sufficient education to demonstrate an aptitude or ability to perform above and related duties;

   AND

   B. Two (2) years’ experience in driving, preferably in multi-passenger vehicles or delivery vans.

   OR

   C. An equivalent combination of education and experience.

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2. Required Knowledge, Skills, and Abilities:

   Considerable knowledge of vehicle operation and safety regulations; working knowledge of basic automotive maintenance; of geographical regions serviced; of state highway and driving laws; some knowledge of the special needs of senior citizens and handicapped clients.
   Ability to establish effective working relationships with supervisors, co-workers, senior citizens and the handicapped; ability to exercise safety and precautionary measures while driving; ability to communicate effectively, verbally and in writing; ability to perform physically demanding tasks related to lifting.

3. Special Qualifications:

   Must possess a valid driver’s license.
   Must possess and maintain a "clean" driver’s record.
   Must submit to and pass a background check.
   Must complete a defensive driver course.
   Must submit to and pass a pre-employment drug test.

4. Work Environment:

   Tasks require variety of physical activities, generally involving muscular and sensory strain, such as stooping, sitting, reaching, talking, hearing and seeing. Common eye-hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability (dealing with passengers with various mental and physical challenges), discriminating thinking and some creative problem solving. Rapid response motor skills required in the operation of multi passenger vehicles. Continuous travel required in the normal course of job performance. Daily duties involve exposure to seasonal weather extremes and hazards.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _______________________________ have reviewed the above job description. Date: ________________
(Employee)