

JOB OPENING

SERTOMA CENTRE, INC.
4343 West 123rd Street
Alsip, IL 60803

POSITION TITLE: Van Driver – Part-Time (Split Shift)

POSITION REPORTS TO: Transportation Coordinator

POSITION SUPERVISES: None

POSITION SUMMARY:

The Van Driver is responsible for the safe operation of agency vehicles, transportation of individuals served in agency programs, and supervision of clients while in transit.

POSITION RESPONSIBILITIES:

- Report to work at designated time to ensure appropriate arrival times at work for persons served.
- Maintain a sequential listing of assigned route which includes names, addresses, phone numbers, and emergency phone numbers of the individuals on the route and have this with them at all times.
- Assure that all occupants, particularly individuals served, are wearing their seat belts before departure from any location and during transport.
- Assist clients being transported to ensure their safety entering/exiting vehicles and during transport.
- Conduct a daily inspection of vehicles.
- Conduct regular safety inspections and ensure proper maintenance of vehicles based upon applicable legal requirements, agency policy, and the needs for safe operation of the vehicles.
- Assure that the vehicle has sufficient gas prior to leaving on route, or to secure gas en route at recommended service stations.
- Provide supervision of clients while in transit including ensuring their safety and intervening in the event of any incident which may occur.
- Carry on his/her person at all times, ID cards identifying him/her as an authorized representative of Sertoma.
- Abide by all safety rules and regulations while driving and while at the Centre.
- Conduct oneself in a professional manner; i.e., drivers represent role models for persons served. Respect is shown to persons served at all times.
- Maintain attendance sheets on a daily basis.
- Attend all driver training sessions.
- Check at end of route to make sure all clients are off the van.

JOB QUALIFICATIONS:

- Must be a minimum of 21 years of age.
- Current Illinois Driver's License with clean driving record. CDL preferred. Must be able to obtain Pace Certification post-employment.
- Prior experience with transportation of individuals with disabilities is preferred.
- Ability to communicate in a professional manner to all staff as well as all individuals transported.
- Good judgment in driving for all road conditions (i.e., no speeding, weaving in and out of traffic, tailgating, going around railroad crossings) and good sense of direction.
- Ability for verbal and written reporting.
- Ability to read all traffic signs.
- Ability to lift 60 pounds on occasion.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org, click on "Career Opportunities" and "Search Here."