



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Posted: March 30, 2017
Open Until Filled

POSITION: VAN DRIVER TRAINER
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: LIFT LINE
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under the general supervision of the operations manager, the van driver trainer is responsible for all phases of training van drivers, including preparing van driver trainees for promotion to van driver and re-training. The van driver trainer also supervises van drivers and performs other duties as required.

DUTIES AND RESPONSIBILITIES:

1. Provides instruction and training to van driver trainees for promotion to van driver classification, including preparing trainees to successfully obtain required California commercial class B driver's license with passenger endorsement.
2. Utilizes training materials to provide instruction to trainees in passenger awareness, defensive driving, radio 10 code, wheelchair securement, etc; updates training materials as necessary.
3. Ensures proper use of in vehicle equipment including mobile data terminals and two-way radios.
4. Ensures that drivers are current with the certifications and compliant as required by California Highway Patrol and the agency.
5. Supervises and evaluates all trainees and van drivers. Specifically in the first six months of employment, ensures their knowledge of all CTSA programs and California state driving rules and regulations.
6. Assesses and documents the on-the-road performance of all trainees and van drivers on a regular basis.
7. Responds to accidents and assists when needed.
8. Holds regular meetings with supervised staff to maintain a strong working team.
9. Rides with drivers to assess unusual or difficult loading situations and make recommendations to clients and/or operations manager.
10. Provides for annual driver retaining days and on-going mini training sessions for all van drivers; may provide driver training to other agencies.

11. Is a member of the Lift Line Safety, Training and Accident Review Committee; attends other meetings and committees as required.
12. Performs the work of a van driver as needed, such as when a van driver is not available to cover a shift or route. This may include times when a van driver is out sick, on vacation, or leave.
13. Drives a specially-equipped van as needed to meet program needs to pick up and drop off elderly and/or physically or mentally-limited or ill persons to medical, meal site or out-of-county destinations; assures that lifts and tie down equipment is operational and passengers are transported to appointments in a safe and timely manner.
14. Follows all van driver job description job tasks, as listed in the van driver job description.
15. Develops and maintains effective working relationships with other staff, representatives of community organizations and the public,
16. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency

MINIMUM QUALIFICATIONS:

Knowledge of:

- supervisory and training techniques and practices.
- best practices of scheduling staff.
- Lift Line program operations including scheduling and dispatching.
- California driving laws and regulations.

Skill in:

- supervising and evaluating the work of others.
- providing instruction and training to trainees.
- dispatching and scheduling techniques.
- using a personal computer for preparing schedules and reports.
- keeping training materials and methods up to date.
- assessing and documenting the on the road driving performance of van drivers.
- assessing unusual or difficult loading situations and making sound recommendations.
- in developing and maintaining effective working relationships with other staff members and public.
- in working independently and using sound judgment.

- in dealing tactfully, cooperatively and effectively with other agency staff members, community organizations and the public, including people from different backgrounds and lifestyles.

OTHER REQUIREMENTS:

- In accordance with US Department of Transportation requirements, must pass a pre-employment drug screening test and comply with periodic testing for drug use and alcohol misuse.
- Must be cleared by the Department of Justice through fingerprinting.
- Must possess a valid California Class B or A Driver's License. Must have and maintain a satisfactory driving record as demonstrated by current H-6 DMV printout.
- Must have a 15+ passenger endorsement.
- Certification by DMV to administer Class B Driving Test or be willing to obtain within six months of hire.
- Must have reliable transportation to worksites.
- Must qualify to be insured with the agency vehicle insurance carrier.
- Must possess current Red-Cross First Aid and CPR certificates, or be able to obtain them within 6 months of hire.
- Certification by the American Heart Association to administer CPR/First Aid certifications or is willing to obtain within twelve months of hire.
- Must have sufficient physical strength and stamina to assist disabled passengers. This work requires considerable and strenuous physical exertion, such as repeated reaching, lifting (50+ lbs) pulling, pushing and bending.
- Must speak English, bilingual English/Spanish preferred.

RATE OF PAY AND HOURS:

- This is regular, non-exempt, 40 hr/wk position.
- The starting rate of pay is \$16.96 - \$17.50/hr (plus a \$.40/hr bilingual differential after passing a test administered by the Human Resources Department).

BENEFITS:

- For employee: shared cost medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).

- Dependent Care Reimbursement Program.
- Paid Lunch.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.