



JOB DESCRIPTION

Title: Transportation Specialist

Reports to: Director of Programs

Department: Wellness

FLSA Status: Non-Exempt/Part Time; Hours Vary

GENERAL SUMMARY:

Responsible for organizing and safely transporting clients between HEP and Bay Pines three times daily.

PRINCIPLE DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

Provide safe client transportation based on individual and group needs
Ensure safety of passengers and punctuality to destinations and appointments
Complete safety inspection and operational checklist on vehicles daily
Maintain accurate records and trip logs
Ensure vehicle maintenance is scheduled and completed on time for entire fleet

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic computer skills with some knowledge of Excel is a plus
Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and economic groups
Great organizational skills and attention to detail
Excellent communication both verbally and written with all levels
Accurate time management
Maintain professionalism at all times
Ability to assist disabled individuals
Knowledge of emergency procedures as specified through FDOT

WORKING CONDITIONS:

Clean and Valid FL Driver License
Must be able to successfully all background (including MVR), drug, alcohol and DOT physical screenings
Comfortable transporting clients in company vehicle and driving in all weather conditions

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Employee Signature

Date