

PSW
194 West Poplar Avenue
Porterville, CA 93257

Open to the Public- until 09/14/2018 @ 4:00 p.m.

Job Opportunity

Posting Date:	08/30/2018	Internal Application Deadline:	09/04/2018 @ 4:00 p.m.
Position:	Bus Driver	Department:	Transportation
Grade:	2 (\$11.37 - \$17.94		
Status:	Regular – 25-39 hrs hrs week	Split shift hrs.	

Job Summary: Transports clients to and from their homes to the various PSW facilities.

Supervision Received: Works under the direct supervision of the Transportation Supervisor and/or Director of Transportation or Designee

Supervision Exercised: Drivers have no direct supervision responsibilities to any staff members, but are responsible for maintaining order and safety among clients aboard the bus.

Education Required: High School graduate or equivalent from an accredited national or regional agency.

Experience Required: Must demonstrate proficient ability to operate a bus

Special Skills & Knowledge: **Commercial License with unrestricted passenger endorsement and ability to obtain a “VDDP” certification**
Must be able to obtain and maintain CPR/First Aid certification within 90 days of employment.

Please reference job description attached.

For further information, please contact:
Laura Powell at (559) 784-1399 ext. 1014 or Cheryl Haugen (559) 784-1399 ext. 1015

Send Internal Applications to the Human Resources Department.

Porterville Sheltered Workshop

Job Description

Job Title:	Bus Driver
Job Summary:	Drive Clients to and from the various Workshop facilities
Salary Grade:	Grade 2
Supervision Received:	Works under the general supervision of the Director of Transportation or under the direction of the Lead Driver.
Supervision Exercised:	Responsible for maintaining order and safety among Clients aboard the bus.
Education Required:	<ol style="list-style-type: none"> 1. High School graduate or equivalent from an accredited national or regional agency. 2. Must demonstrate proficient ability to operate a large passenger carrying vehicle.
Special Skills & Knowledge Required:	Must be able to obtain and maintain CPR/First aid certification within 90 days of employment.
Job Essential Elements:	<ol style="list-style-type: none"> 1. Must be able to pass a pre-employment drug screen, physical and criminal records check for a VDDP Certificate. 2. Must be at least 21 years of age. 3. If required to drive PSW vehicle or personal vehicle for company business, must have and maintain valid California driver license and DMV record acceptable to PSW insurance. Must maintain current vehicle insurance with a copy on file when using personal vehicle for PSW business. 4. Class B license with unrestricted passenger endorsement and VDDP certificate required. 5. Must be able to individually lift 50 pounds from floor level to waist height observing appropriate safety practice when lifting, stooping or bending and in the performance of all other job functions. 6. Must be able to use proper two person lifting techniques. 7. Must work cooperatively with co-workers, clients, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality. 8. Must be at designated work site when scheduled unless otherwise excused by supervisor. 9. Must demonstrate punctuality in the performance of all job duties. 10. Must be able to communicate clearly and concisely, in English, both verbally and in written form. 11. Must be able to provide constant and direct care and services to the clients.

12. Ability to respond effectively and have strength and agility to assist with clients who have mobility, behaviors, and/or physical limitations.
13. Observe all workshop departmental policies and procedures
14. Must be able to multi-task.
15. Must be able to complete all other duties as assigned.
16. Must be able to work flexible hours and occasional week-ends.
17. Must be able to drive full time any assigned route as needed.
18. Must be able to evaluate and train drivers.
19. Must be able to work in inclement weather.

Job Duties :

1. Provide transportation for developmentally disabled adults to the Porterville Sheltered Workshop programs, facilities, and work sites.
2. Exercise sound judgment in dealing with Clients aboard bus.
3. Maintain safety and order on bus at all times.
4. Complete required paperwork neatly, accurately, and in a timely manner. This may include vehicle reports, daily maintenance check sheet, riders roll, client incident, and accident reports, vehicle accident reports requests for leave, etc.
5. Communicate with parents, Residential Service Providers, regarding client absences and vacations, relocation of Clients, incoming Clients to the Porterville Sheltered Workshop programs, incidents and/or accidents while aboard the bus.
6. Assist Clients on and off the bus as needed.
7. Load and unload wheelchair Clients using wheelchair lift if available or manually as required.
8. Assist in the daily transfer of Clients between buses.
9. Attend monthly training meetings as required by the Director of Transportation.
10. Report any vehicle malfunctions, repairs needed, needed maintenance to Transportation Supervisor or mechanic.
11. Answer phone or two-way radio as needed.
12. Practice defensive driving skills and drive appropriately when operating a Workshop vehicle.
13. Must have a means to be contacted, phone or message phone, in case of time or route changes.
14. Other duties as assigned.