



Job Title: Bus/Van Driver
Department: Aspire3D
Reports To: Aspire 3D Executive Director
Position Classification: Variable Hour, Part Time
Approved Date: November 2019

Essential Duties and Responsibilities: include, but not limited to the following:

- Drive Loveland Housing Authority residents participating in various recreational or social service programs such as: community center programs, shopping trips, medical office visits, library or museum visits, or other public events.
- Assist residents with entering or exiting the vehicle and assist with loading and unloading of resident packages and bags.
- Perform pre-trip safety inspections and ensure passenger safety devices are used.
- Ensure passenger vehicle is fueled, well-maintained, and presentable.
- Prepare required paperwork and keep appropriate records.

Supervisory Responsibilities:

- None

Qualifications:

- Must possess and maintain a valid Colorado driver's license with an acceptable driving record (no major violations within the last 3 years) and be insurable through our insurance carriers.
- A criminal history and motor vehicle background check is required.

Knowledge, Skills and Abilities:

- Thorough knowledge of traffic laws and defensive driving.
- Demonstrated skill in the operation of passenger vehicles in a variety of weather conditions.
- Knowledge of the geography of the community
- Ability to maintain composure, keep emotions in check, control anger, and avoid aggressive driving behavior even in difficult situations.
- Ability to establish and maintain professional working relationships with a diverse population of residents, coworkers, business partners, and the public.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to work with little or no direct supervision.
- Ability to operate handicapped lifts, secure riders, and sit for long periods of time.
- Ability to follow oral and written instructions.
- Must be available for nonstandard work hours.

Education and/or Experience:

- First Aid and CPR certification is preferred
- Previous experience driving 15 passenger vans is preferred
- High school diploma or GED equivalent is required.