



**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.

Assists residents with entering or exiting the vehicle and assists with loading and unloading of resident packages and bags.

Performs pre-trip safety inspections of the passenger vehicle and ensures passenger safety devices are used at all times.

Ensure passenger vehicle is fueled, well-maintained, and presentable at all times.

Prepares 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.