



## EXTERNAL POSTING

### DRIVER (PART-TIME) - TRANSPORTATION SERVICES

**Scottsdale Training & Rehabilitation Services (STARS)** is seeking a **Part-time Driver** to join the Transportation Services Team.

**STARS** is a non-profit organization in Scottsdale. Our mission is to improve the lives of individuals with developmental and cognitive disabilities by providing an array of programs serving a variety of needs. STARS strives to be the premier employment service in the Valley for people with disabilities through an individual-first approach with high-quality, personalized services to empower and equip each individual for independence and success in the workplace.

#### POSITION SUMMARY

Responsible for transporting youths/adults with cognitive/physical challenges. Drives company vehicles including but not limited to automobiles, mini-van, cargo vans, and wheelchair vans to transport adults/youth with developmental disabilities. Must be able to accommodate the loading and unloading of disabled passengers. Duties include conducting safety checks of equipment, cleanliness, inspection and assisting with vehicle maintenance, monitoring participant behavior, and completing incident reports.

#### DUTIES AND RESPONSIBILITIES:

- Assist passengers to enter and leave the vehicle; assist and buckling seat, using wheelchair lift, load and unloads baggage, wheelchairs, walkers, and other items.
- Perform miscellaneous errands, deliveries, and pick-ups as needed.
- Conduct a pre-and post-transport inspection and vehicle check ensuring each vehicle is properly equipped and adheres to prescribed Department of Transportation standards and compliance with proper safety standards. Assist with taking vehicles in for maintenance.
- Follow established safe transportation and awareness procedures.
- Perform routine cleaning and bus maintenance activities; conduct refueling activities, including maintaining assigned fuel use logs; report perceived or potential defects in a timely manner to the manager.
- Complete a vehicle sweep to ensure no participant is left in the vehicle after each trip.
- Demonstrate professionalism by exhibiting role-model behavior and by using appropriate language, dress, manners, and respect.
- Communicates and interacts with participants on an individual and/or group basis promoting appropriate behavior and support for participants.
- Able to speak in a clear voice so that all participants, regardless of disabilities, can hear and understand your directions.
- Strictly adhere to STARS confidentiality policies and state and federal laws.
- Transports participants according to established routing sheets; ensures maintenance of periodic routing updates.
- Willingness to work with and interact with individuals who have developmental disabilities and physical/communication challenges.
- Remain current on STARS-required training and certifications.
- Show respect and engage in appropriate interactions with co-workers, community partners, participants, and families/guardians
- Report unusual incidents on proper forms and inform appropriate staff regarding incidents within required time frames; Maintain attendance records of participants in vehicles.
- Display personal enthusiasm for participation in a non-profit organization serving individuals with disabilities

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

High School Diploma; 2 years related experience and/or training. One year of experience working with individuals who have developmental disabilities. OR, any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved. Must have AZ driver's license, and a satisfactory 39-month driving record. Must have DES Level One Fingerprint Card or ability to receive one. Must pass a criminal/background screening. Must have reliable transportation. Must be 25 years of age. Normal or corrected visual acuity. Must have the ability for a flexible schedule. Must be able to lift 40 pounds. Must be able to frequently stand; walk; sit and able to assist the participant with physical challenges, such as pushing a wheelchair, kneeling, reaching, stretching, bending, etc.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to perform crisis intervention techniques to prevent behavior harmful to the participants or others, preferred. Respond appropriately in crisis situations by calling for assistance as needed; and able to physically perform First Aid/CPR.
- Ability to follow a pre and post-vehicle inspection checklist.
- Excellent communication (verbal/written) and interpersonal skills
- Knowledge of developmental/cognitive and/or physical disabilities; behavior modification skills and intervention strategies that can be implemented.
- Ability to navigate, follow maps and read and interpret printed directions.
- Ability to function independently or as part of a team; able to work with a minimum amount of supervision.
- Maintain a positive attitude and collaborative working relationships with participants, staff, and families.
- Proficient computer skills in Microsoft Office Suite; specifically, Word, and Outlook, Excel.
- Demonstrate empathy and understanding of the challenges faced by disabled individuals.
- Knowledge of safe driving principles and practices.
- CPR, First-Aid, Article 9, Prevention and Support.

**BACKGROUND/SCREENING**

STARS conducts pre-employment screening for all positions, including a criminal background screening/fingerprint check. Employment is contingent upon the successful passing of the background check.

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status. Website: [www.starsaz.org](http://www.starsaz.org)

**INSTRUCTIONS TO APPLY**

Please submit a cover letter, resume, and three professional references to: [jobs@starsaz.org](mailto:jobs@starsaz.org)

Salary: DOE

Job Type: Part-time