



Center for Volunteer & Nonprofit Leadership Sonoma County Paratransit Driver

Status: Non-exempt, Full and Part-time
Reports to: Director of Volunteer Wheels
Location: Santa Rosa Office

Position Overview

Center for Volunteer & Nonprofit Leadership (CVNL) is seeking a Paratransit Driver. Reporting to the Director of Volunteer Wheels, the driver is responsible for driving a paratransit vehicle and assisting disabled, frail and elderly clients on and off the vehicle. Drivers will handle clients in wheelchairs and operate wheelchair lifts and ramps on a daily basis. Due to the nature of our services and diverse clientele, Paratransit Driver positions require a flexible schedule. Paratransit Drivers must thrive in compassionately making a difference in the lives of others, communicate with integrity and grace while under pressure, and enjoy working within a team culture.

Serving the Bay Area for over 50 years, CVNL knows that passion alone isn't enough when it comes to creating strong nonprofits. With a mission to advance nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community, CVNL works with aspiring and established leaders every day to help them build the skills and connections that can take their impact to the next level. www.cvnl.org

RESPONSIBILITIES:

- Assist passengers on and off vehicles
- Ensure the safety of disabled or frail clients by providing appropriate physical support
- Push, pull and steer large wheelchairs up and down ramps
- Operate wheelchair lifts and properly secure wheelchairs in vehicles
- Accurately record and maintain paperwork
- Communicate using a two-way radio system
- Promptly report vehicle repair needs
- Demonstrate a positive, open and support attitude to clients and co-workers
- Participate in ongoing staff development for Volunteer Wheels personnel
- Attend and participate in regular Volunteer Center all staff meetings

QUALIFICATIONS:

- High School Diploma/GED required
- Possess a valid State of California Class B or C driver's license (CDL)
- Have an acceptable Department of Motor Vehicle (DMV) H-6 report and insurability at normal risk rates
- Thorough knowledge of traffic laws and defensive driving techniques
- Ability to safely drive various vehicles under varying weather conditions
- Willingness to drive up to 200+ miles per day
- Successfully complete a pre-employment Department of Transportation (DOT) drug test and physical
- Ongoing compliance with Department of Transportation FTA required drug screening
- Successfully complete a safety road test administered by center (post-hire)
- Familiarity with geographical area and the ability to read street maps and GPS
- Achieve and maintain CPR and First Aid certification
- Sensitivity and compassion for elderly and physically and/or emotionally disabled individuals
- Ability to use good judgment and work independently
- Flexibility and willingness to work for and with a variety of people

- Experience working with elderly and disabled desired
- Knowledge of HIPAA rules and regulations desired
- Volunteer or community service experience desired

Hours and Travel:

Volunteer Wheels is a seven-day a week operation. The Paratransit Driver position is full-time, five days a week. Schedules may vary. Operations are Monday through Friday 8:00am – 5:00pm; Saturday and Sunday 8:45am – 5:00pm. Travel is not typical for this position.

To be considered as an applicant:

Upload your resume on Indeed here: <https://indeedhi.re/2mMvcaX>

CVNL is an equal opportunity employer and makes employment decisions on the basis of qualifications. CVNL policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

Submission of your application is not an offer of employment or an employment contract.

CVNL.ORG

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Napa: 433 Soscol Ave., A-100 • Napa, CA 94559 • 707.252.6222
Solano: 675 Texas Street • Fairfield, CA 94533 • 415.448.0340