

County Express Driver

Northeast Colorado Association of Local Governments (NECALG)

JOB TITLE: Part Time Driver (1-39 hours/week)

DEPARTMENT: County Express

GENERAL JOB DESCRIPTION

The Part Time Driver is responsible for safe transportation of clients in the Northeastern Counties as well as trips out of the area. Drivers must work as a team with dispatch centers, other drivers, supervisors and the central office to coordinate passengers. It is necessary to be self-motivated and be able to work effectively little direct supervision. This is a hands-on position, and the ideal candidate will be one who has compassion and the ability to work with the elderly and potentially disabled individuals.

MAJOR DUTIES AND RESPONSIBILITIES

- Excellent driving ability
- Communicate with driver's and dispatchers using two-way radio
- Perform pre-trip and post trip action items as they are listed on report
- Read and complete accurate records of operations and time
- Use of lift and straps
- Reporting any mechanical problems
- Other duties as assigned

QUALIFICATIONS

- Must be able to wear a mask that meets COVID requirements while driving and/or being around clients and co-workers
- Must be punctual and courteous
- Must have great customer service skills
- Thorough knowledge and ability to adhere to all safety rules
- Thorough knowledge and ability to follow all traffic laws
- Ability to drive in extreme weather conditions
- Ability to drive in the country as well as in big cities
- Able to lift 20 lbs. – 50 lbs. routinely

OTHER REQUIREMENTS

Must have a Valid Driver's License

Must Pass a Pre-Employment Drug/Alcohol Screen

Must Pass a Pre-Employment Background Check