

BAY AREA TURNING POINT

Job Title: Transportation Aide	Job Code:
Department: Administration	Reports to: Operations Director
Effective Date:	FLSA Status: Non-Exempt

Position Overview

HOURS: 40 hours weekly with an hour lunch

Some flexibility in scheduling to achieve program objectives, tasks, activities, responsibilities and to effectively document outcome measures and variances.

Typical Work Schedule:

Monday – 8:30am/5:30pm,

Tuesday - 8:30am/5:30pm,

1st & 3rd Wednesday - 8:30am/5:30pm,

2nd & 4th Wednesday - 6:30am/3:30pm,

1st & 3rd Thursday - 5:30am/2:30pm, &

2nd & 4th Thursday - 8:30am/5:30pm,

Friday – 8:30am/5:30pm, Mandatory Staff Meetings 1st (monthly – client services) and 2nd (quarterly – all agency)

Summary Description:

Assist Client Services Program transportation needs as requested, including running of errands and client transportation needs to and from. Assists with other shelter related tasks as deemed necessary.

ESSENTIAL FUNCTIONS:

- Provide transportation for participants
- Provide back-up assistance to the Maintenance Specialist with vehicle maintenance and up keep
- Conduct errands for the agency
- Ability to work untraditional work hours to include evenings and weekends

Essential Duties and Responsibilities

- Utilize shelter van to provide transportation for participants as needed and approved.
- Utilize shelter van to assist shelter staff in purchasing groceries, picking up supplies and other such errands as necessary
- Assist the Donation Center with picking up and dropping off donations
- Ensure vehicle maintenance and cleanliness occurs regularly
- Conduct weekly walk through for all agency vehicles.
- Schedule and Maintain tracking of participants to and from destinations on transportation log
- Maintain a weekly calendar of participant transportation needs that will be provided via the agency vehicles.
- Answer agency 24-hour hotline
- Assist with shelter coverage as needed
- Other duties as assigned

Education and Other Requirements

- High School Diploma/GED
- Minimum of 1 year experience in transportation services
- Ability to communicate effectively both oral and written

- Strong planning and organizational skills with attention to detail
- Have the ability to maintain appropriate boundaries with volunteers, donors and participants
- Possession of valid, non-suspended Texas Drivers License and at least 7 years of verifiable driving experience
- Must maintain and provide proof of valid personal automobile insurance
- Ability to lift/carry/move a minimum of 40 lbs for an extended distance
- Must have a clean driving record and be insurable

I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.

Employee Signature

Date

Supervisor's Signature

Date

11/09/2020
Transportation Aide

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	11/09/2020

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Send inquiries with resumes to: hr@bayareaturningpoint.com