

Full Job Description

Harbor House is an Intergenerational Community that empowers individuals of all ages, abilities, and aspirations by providing opportunities through innovative vocational, health and educational services.

Harbor House will become the first intergenerational community of its kind in Kentucky, a regional model, known for quality and effectiveness of vocational, health, and educational services.

The Van Driver is responsible for setting up and following routes for those individuals receiving services from Harbor House and/or need non-emergency medical transportation. The Van Driver will identify needed vehicle maintenance, complete weekly and daily checklist, maintain required documentation, keep updated on all Department of Transportation regulations. The Van Driver will report to the Operations Director.

Primary Responsibilities

- Supervise and oversee transportation routes.
- Complete weekly and daily checklist.
- Promotes Harbor House mission, values and goals.
- Contribute to team effort by accomplishing related results, as needed.
- Other duties as assigned by the Operations Director and CEO.

Qualifications

- High School Diploma.
- Be twenty-five (25) years of age or older.
- Have no more than two (2) convictions for moving violations in last three (3) years.
- Completed Drug and Alcohol Training.
- Has acceptable background check with no convictions of a felony
- Good organizational skills.
- Able to communicate effectively with individuals with developmental disabilities and their parents/guardians.
- Has valid driver's license.
- Has auto insurance that is currently in force.
- Be available and willing to work split-shift

Job Type: Full-time

Pay: From \$15.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program

- Health insurance
- Life insurance
- Paid time off
- Referral program
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

COVID-19 considerations:

All staff and participants are required to wear a mask while in the vehicles.

Application Question(s):

- How many years of experience do you have working with individuals with disabilities?
- Have you ever driven a bus or van before? If so how many years?

Education:

- High school or equivalent (Required)

License/Certification:

- Driver's License (Required)

Work Location: On the road