



CENTER FOR AGELESS LIVING

2600 Netherland Avenue, Bronx, NY 10463

(718) 884-5900 | rssny.org

RSS, a nonprofit agency that champions older adults and their families through our wellness approach, seeks an experienced **Transportation Driver**. The position is full-time 35 hours per week with benefits. The Transportation Driver operates a 21 or 19 passenger vehicle with wheelchair lifts and reports to the Transportation Coordinator.

Responsibilities

Transportation and Escort

- Knowledge of local roadways
- Transport older individuals to and from various destinations as required. –seniors centers, medical appointments, social/cultural outings, etc. Follow route sheets/schedule as developed by Transportation Coordinator. Complete daily passenger logs.
- Escort and assist older adults to and from vehicle in a safe manner. May assist clients who use a wheelchair and/or have other limited mobility issues.
- Ensure safety of passengers through the use of seat belts and other safety devices.

Vehicle Maintenance & Record Keeping

- Keep vehicle clean and in good operating condition; Inspect vehicle daily and report any operational/structural defects immediately.
- Report any accidents/incidents to Transportation Coordinator immediately. May be asked to report any accidents to insurance company.
- Oversee the maintenance, repair, and cleaning of vehicle (gas, oil, changing tires).
- Complete daily passenger log.
- Assist transportation Coordinator with basic administrative tasks such vehicle repair log and route sheets and data entry.
- Pick-up and return vehicle to parking place.

Qualifications

A valid New York State Driver's License – CDL Class B with passenger endorsement. A minimum of three years of driving experience in New York City with no moving violations within the last 24 months. No convictions of DWI (driving while intoxicated). Must be in good health and demonstrate sensitivity to older persons.

Full-time 35 hours per week Monday-Friday 8:00 AM – 4:00 PM flexible hours to meet Center need will be discussed

Annual Salary: \$ 45,500.00

Send resume, cover letter, and *Department of Motor Vehicles Abstract of Driving Record* to yvrosa@rssny.org with Transportation Driver in the subject line. Must have recent DMV Abstract. Proof

of COVID vaccination status is a condition of employment. For further information call Ms. Rosa at 718 884 5900.