



Heading Home

Job Title: WEHC Shuttle Driver
Program: WEHC
Reports To: Shift Supervisor
Hours: Varies

Non-exempt/ Essential

Position Summary:

The Shuttle Driver shall safely transport WEHC guests and staff as needed to and from varied locations within the City of Albuquerque.

Essential Duties & Responsibilities of a Shuttle Driver include:

- Overall reports to Shift Supervisor and Program Director(s).
- Supports all Shift Supervisors, Monitors, Security Guards and Volunteers.
- Assists in creating and maintaining an emotionally and physically safe atmosphere.
- Safely transports guests to and from various locations within the City of Albuquerque.
- Follow and abide by all traffic and safety laws in the State of New Mexico.
- Light maintenance of shelter vehicles include cleaning, washing, gas fill up, checking oil, maintaining tire pressure and other items that do not require a professional mechanic.
- Maintain daily safety/maintenance check logs as required.
- Identifies and informs Facilities Director of any vehicle issues or problems immediately so that the vehicle can be restored to a proper and safe working condition in a timely manner.
- Able to operate handicap lift and equipment for wheelchair accessibility.

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.

- Observe and practice safe work habits and practices in compliance with regulations, statures and organizational policies.
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Skills:

- Ability to communicate effectively orally and in writing.
- Prior transport driving experience is preferred.
- Ability to interact with clients of diverse backgrounds and cultures.

Other Requirements

- Valid New Mexico driver’s license (CDL with passenger endorsement is not required) and reliable transportation.
- Must be willing to participate in staff meetings, workshops, training, and classes relevant to our work.
- Ability to navigate stairs, ladders, ramps, and uneven terrain.
- Ability to lift up to 50 lbs. above shoulder level.
- CPR/ First Aid Certification or ability to become certified within 30 days of hire.

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____ Date: _____
WEHC Shuttle Driver

Signature: _____ Date: _____
Program Director

