Part-time Transportation Services Medical Transportation/Van Driver

Hours vary according to operational needs. Hours of operation are 6:30am-10:00pm, 5 days a week and 6:00am-10:00am, 8:00pm-midnight on Weekends.

RESPONSIBILITIES:

- Operate University of Delaware Transportation Services Vehicles in a safe, reliable, and professional manner while providing scheduled service.
- Ability to climb stairs during the routine performance of their duties and into an out of cars, vans, paratransit vehicles.
- Conduct pre-trip/post-trip inspections for safety and assurance of proper operating conditions.
- Performs housekeeping of the vehicle; sweeps, cleans windows, wipes dash and seats.
- Ability to properly secure passengers in wheelchairs for transport.
- Documents clearly and concisely daily vehicle safety inspections, ridership, and mileage information, and any unusual occurrences; accident reports, etc.
- Maintains communications with dispatch/supervisor via 2-way radio and/or departmental cell phone.
- Participate in departmental training.
- Assist students, staff, and the general public by providing information and/or directions.
- Perform other duties as assigned.
- Must pass a driving road test and meet the minimum standards for the Department of Transportation.
- Successful completion of pre-employment drug screening; and a compressive background investigation including driving record and criminal history.

QUALIFICATIONS:

- Requires a high school diploma or GED.
- Possession of a valid Driver’s License.
- Requires a good driving record.
- Requires thorough knowledge of State driving laws and of departmental policies and procedures.
- Requires demonstrated skill in operating a vehicle.
- Requires basic knowledge of vehicle dynamics and ability to perform safety and maintenance checks on department vehicles.
- Ability to follow complex oral or written instructions and to comprehend road maps and schedules.
- Ability to deal tactfully with passenger’s requests, complaints, and problems.

HOW TO APPLY: Email a current resume to Shearee Barnett at bus@udel.edu

Employment offers will be contingent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.