



## SOUTH CENTRAL COMMUNITY ACTION AGENCY (SCCAA)

Position	Driver		
Location	South Central Community Action Agency, All Offices		
Reports to	Operations Manager	Salary Range:	\$8.00 - \$15.00 per hour
<p>Type of position:</p> <p>Hours 5 - 40/ week</p> <p><input checked="" type="checkbox"/> Full-time and Part Time</p>			
<b>CHARACTERISTICS OF WORK</b>			
<p>Duties involve having knowledge of highway and traffic safety. Having the ability to operate light and/or heavy duty buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to exercise appropriate actions when problems are encountered. Ability to follow a daily routing schedule. Ability to relate and communicate effectively with clients and office personnel. Ability to tolerate stressful situations if need be. Ability to complete CPR training and all other certification required.</p>			
<b>GENERAL DESCRIPTION</b>			
<p>Transports clients to their destinations safely and efficiently. Comply with all federal, state and local laws related to transportation. Observe all safety regulations for vehicles. Fuel bus according to system transportation guidelines/policies. Follow assigned route and schedule. Assists the elderly and disabled individuals when necessary. Handle money and tickets as established by the Agency. Reflects a positive attitude and is courteous at all times. Report accidents according to prescribed procedures. Keeps vehicles fueled and cleaned on the inside. Complete pre and post trip safety inspections and notify proper authority of mechanical defects and lateness. Be aware of additional duties related to transportation. Perform all other duties as assigned.</p>			
<b>EXPERIENCE/EDUCATIONAL REQUIREMENTS</b>			
<p>High school or equivalent (GED); Valid Mississippi Regular, Class B, Class C or Class D Commercial Driver's License with passenger endorsement and verification of an acceptable record through the Department of Public Safety.</p> <p>Must pass a drug screening test as required by federal, state and local policies</p> <p>Must meet background clearance requirements as specified by Mississippi statutes</p> <p>License and/or Certification: <i>Valid Driver's License Required.</i></p>			