

Job Title:	Transportation Associate	Department	Transportation
Status:	Part Time – Hourly (non-exempt)	HR Revision Date (Date/Initial):	08/01/2022 - LG
Manager Report:	Healthcare Administrator		

About the Organization

Inspiration Ministries (IM) is a faith-based provider of services and programming for adults with disabilities located near beautiful Lake Geneva, Wisconsin. IM stands out from other residences because of our warm, loving, family environment and Christ-centered vision. All our residents are treated with dignity and respect by a staff that is passionate about seeing each person grow in his or her highest level of independence.

Mission Statement

“Helping people with disabilities **THRIVE** in Christ-centered community.”

Core Values

- ✓ We believe in the authority of God’s Word
- ✓ We believe Jesus Christ is central to all we do
- ✓ We believe in the value of every person, no matter their ability
- ✓ We believe in humble service
- ✓ We believe in helping people achieve their very best
- ✓ We believe in transparency and integrity in all we do

STARS Standard

Inspiration Ministries’ employees agree to a high standard of conduct as defined by our STARS standards:

- **Servant** – One who is Christ-like, humble, helpful, committed and empathetic.
- **Team** – One who draws people together, unifies, encourages shared ideas, and fosters open communication.
- **Achiever** – One who is loyal to the mission and goes above and beyond to achieve goals that move the ministry forward.
- **Respect** – One who is kind, patient, and affirms the value of others while being open and approachable.
- **Skilled** – One who uses their knowledge, gifts, skills, and expertise to perform their job exceptionally, is teachable, and continually pursues professional growth.

Transportation Associate

The Transportation Associate will be in charge of all day-to-day transportation needs for the Inspiration Ministries residents. This includes but is not limited to overseeing, scheduling and transporting all Inspiration Ministries residents, including managing vehicle and safety maintenance. Transportation Associate and Caregivers will work together to communicate travel and appointment times, coordinating the preparation of residents upon departure and arrival. The Transportation Associate reports to the Healthcare Administrator.

Major Job Responsibilities

1. Transportation

- Drive vehicles using specified routes or to specified destinations according to time schedules, complying with traffic regulations to ensure that Residents have a smooth and safe ride.
- Park vehicles at loading areas so that Residents can board.
- Advise Residents to be seated and orderly while in vehicles.
- Assist Residents with disabilities on and off the bus, ensure they are seated properly, help carry baggage and answer questions about transportation schedules or routes.
- Handle Resident emergencies or disruptions as it pertains to transportation.
- Record information, such as Residents' travel times and travel completions, in ECP software.
- Regulate heat, light, and ventilation systems in vehicles for Resident comfort.
- Report delays or accidents.
- Load and unload baggage in baggage compartments.
- Read maps and follow written and verbal geographic directions.

2. Safety

- Inspect vehicles and check gas, oil, and water levels prior to departure.
- Maintain training on all safety equipment and lifts.
- Understand all emergency procedures.
- Inspect and maintain all safety equipment.
- Adhere to State and Federal CBRA regulations.

3. Cleaning

- Maintain clean and safe vehicles and loading areas.
- Work with other departments such as Maintenance to ensure a safe and orderly vehicle.
- Review maintenance logs and manage ongoing maintenance on all vehicles.

Minor Responsibilities

- Assist with special events.
- Attend and participate in mandatory meetings.
- Act as on-call transportation

Wage and Experience

Average Number of Hours: 29 or less/week

Status: Hourly (non-exempt FSLA)

Rate: \$12.50 per hour

Years of Experience: 2 years of driver's experience.

Education: High school diploma/GED or equivalent working knowledge

Certifications/Requirements:

- Hold a valid driver's license with clean record.