

Driver - Part Time
Classification Level NE 2
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 12/4/2023

Hours: 14/week – Weekends

Apply To: Desiree Taylor

REPORTS TO: Transportation Manager

HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Driver position is responsible for providing safe transportation for workers with disabilities to and from the Great Lakes Naval Base. This position is part time, 14 hours a week. **The schedule is Saturday and Sunday split shift 1:30 – 5:30 pm and 8:30 – 11:30 pm.**

TYPICAL RESPONSIBILITIES:

1. Report to work on time to complete a KAC vehicle pre-trip inspection before first scheduled trip.
2. Maintain cleanliness of the interior and exterior of vehicles.
3. Responsible for the safety of all passengers.
4. Complete assigned strategic action plan work activities and annual performance growth plan.
5. Work with a culturally diverse staff, riders and stake holders.
6. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
7. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Driving on holidays

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- Must have a valid driver's license and a clean driving record
- Must be 18 years of age
- Must pass a D.O.T. physical and drug test

PREFERRED QUALIFICATIONS:

- CPR and First Aid certification
- Have a CDL license
- Commercial passenger driving experience

KAC IS AN EQUAL OPPORTUNITY EMPLOYER
Revised 5/2/2022

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, and walk. Approximately 90% of time will be spent sitting. The ability to see and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors and smell is useful.

The employee must lift, push & pull a minimum of 50 pounds with help, 25 pounds alone, walk up & down steps. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, visualizing conclusions, searching for solutions, managing resources.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The work is performed in a vehicle.

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