



## ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

### JOB DESCRIPTION

**Position Title: Driver**

**FLSA: Non-Exempt**

**Class Title: Driver**

**Range: 3**

**Reports to: Program Transportation Coordinator**

#### Position Requirements:

**Education and Experience:** High School diploma or equivalent; one (1) year certificate from college or technical school.

**Licenses Required:** Commercial Driver's License, Class C with Passenger Endorsement.

**Certifications Required:** Certification (or willingness to obtain) in: First Aid and CPR.

**Background Investigation Required:** BI through MN Department of Human Services.

**Knowledge:** Knowledge of safe driving procedures and traffic laws. Knowledge of service area.

**Abilities:** Ability to pass Department of Transportation requirements. Ability to pass and participate in the random Drug/Alcohol testing. Ability to perform driver's job tasks and responsibilities. Ability to work well with individuals from various ethnic and socio-economic backgrounds. Ability to lift a bus tire.

**Skills:** Safe Driving skills. Verbal and written communication skills, record keeping skills.

#### Duties and Responsibilities:

Transports children, clients, volunteers, mail and supplies to and from various locations. Assist Transportation Coordinator as requested. The driver is part of a center team which delivers comprehensive child and family development services to families. Responsible for the immediate care of those being transported. Dependable. Assists passengers on an off the vehicle. Good communication, record-keeping and writing skills. Interest and willing to work with young children and their families. Guides children's behavior on the bus. Supervise bus monitors/volunteer monitors. Does minor maintenance to vehicle, such as gas vehicle, add fluids, clean vehicle inside and out, change a tire. Dependable attendance. Substitute drives as requested. Substitute in centers when needed. Performs other related duties as assigned.

#### Essential Job Functions:

Able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning. Must be able to communicate effectively with clients and employees. Must be able to climb stairs. Must have a valid Commercial Driver's License, Class C with Passenger Endorsement.

Posting Date: April 15, 2016      Starting Salary: \$12.37 - \$13.61 DOQ

Closing Date: Until Filled      Supervisor: J. Ploog

Status: Permanent/PT

Location: Anoka County

To receive an employment application, go to [www.accap.org](http://www.accap.org).