Vacancy Announcement

Job Title: Driver
Location: Transportation
Work days and hours: Part Time-24 Hours a Week
Starting Wage: $10.00
Description of job: See Attached Job Description.

Qualifications: See Attached Job Description.

Resumes must be submitted to: Jessica.Massey@rccaa.org

Closing date: Screening of applications begin immediately and will continue until the position is filled.

For additional information, contact: Jessica Massey, Transportation Director. 304-894-8917 or Jessica.Massey@rccaa.org.

5/28/2015
RCCAA
Job Description

Eligibility Requirements

- Must be at least twenty-one (21) years of age, with five (5) years driving experience
- Possess a High School Diploma or equivalent.
- Must be willing to participate and progress in an individualized professional development plan.
- CDL license preferred but not required
- Pass a Biannual physical and annual PPD (tine test)
- Receive and maintain standard First Aid and CPR certification.
- Pass drug screen and criminal background check.
- Class D license and/or ability to acquire within 90 days
- The job description will need to be changed and allow them the 1st 90-days to obtain this.
- Obtain and Maintain Passenger Assistance Safety and Sensitivity (PASS) training and certification.

I. **Supervisor**  
Transportation Director

II. **Job Duties**
- Possess and utilize proper oral and written communication skills.
- Possess the ability to communicate effectively with the public.
- Possess the ability to deal with the public.
- Possess ability to understand and follow posted work rules, policies and procedures.
- Assure/ Arrange for and participate in maintaining vehicle in a safe, reliable operating condition through preventive observation and regular maintenance.
- Maintain vehicle mileage records, gas or maintenance tickets with all required information, and any other required records or documents.
- Submit requested documentation too appropriately in a timely manner.
- Complete and submit all required records and reports to Transportation Director by designated deadlines.
- Attend recommended/ required training sessions or conferences.
- Possess ability to follow directions from management.
- Perform any and all duties as assigned.
- Possess the ability to arrive to work on time.

**Benefit package includes:**

5/28/2015
- Paid holidays
- Annual leave
- Personal leave,
- Medical insurance,
- 401-k retirement plan.

-RCCAA is an EOE.
Interested individuals should submit a resume to: RCCAA at P.O. Box 3066 EBS Beckley, WV 25801
or via e-mail resumes@rccaa.org. Applications are available on our website at rccaa.org