

Transportation Driver Job Posting Information

Position: Transportation Driver

Reports to: Employment Case Manager

Overview:

Drivers are responsible for providing safe, reliable rides for apprentices and employees of our partner organizations.

Specifics:

This is a part-time position with Willis Dady Homeless Services. The hourly rate is \$15/hr. Hours are 6am-8:30am with additional backup/emergency hours as needed.

To Apply:

Please submit a resume and contact information to david@willisdady.org or via mail at 1247 4th Ave SE, Cedar Rapids, IA 52403. Interested applicants may also call for more information at 319-362-7555. Applications are now being accepted, and interviews will be held on a rolling basis until the job is filled. The anticipated start date is as soon as possible.

Key Responsibilities:

- Execute safe driving practices daily, following all driving policies, laws, and regulations.
- Provide transportation to and from partner agencies in a provided van.
- Keep daily driver and rider logs.
- Communicate with the supervisor when van maintenance is needed.

Requirements:

- Ability to communicate in English.
- Current Class D driver's license by start of employment and the ability to pass an insurance check to be an approved driver of Willis Dady Homeless Services.
- Ability to work a flexible schedule, to include nights, weekends, and holidays.
- Demonstrate a commitment to the mission and present a positive image of our agency and its programs.
- Ability to handle stress and new or undefined situations in a professional manner.
- Strong interpersonal skills and ability to work effectively with others as part of a team.
- Ability to work with minimal supervision and take the initiative to collaborate with other drivers to cover shifts.

Note: Willis Dady Homeless Service's policy is to provide employment opportunities regardless of race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, Vietnam era or disabled veteran status. All offers of employment are contingent on a negative report on the State of Iowa Criminal History Records Check and Sex Offender Registry. Willis Dady is an At Will Employer.