

ELADC  
JOB DESCRIPTION  
TRANSPORTATION/SAFETY SPECIALIST

**Position Title:** Transportation/Safety Specialist

**Status:** Non-Exempt

**Minimum Qualifications:** High School Diploma or GED Certificate. Must have at least three (3) years driving experience; with a clear driving record. Bilingual preferred and sign language.

**Maximum Qualifications:** BA degree in Business Administration and/or management with two years' experience in a personnel position. Office machines and computer skills experience.

**Supervised By:** Executive Director

**Supervises:** Part-Time Driver

**Compensation:** Hourly

**Working Hours:** Flexible hours, may involve weekends and holidays

**Benefits:** Personal Time Off (PTO) Cafeteria Plan, Workman's Compensation, Unemployment Insurance, Life Insurance, 401 (k) Retirement Plan, as applicable to employees' status.

**Job Objectives:** To assure that transportation of clients is safe and timely. To assure that agency health and safety standards are met.

**Duties and Responsibilities:**

1. Responsible for planning ELADC's transportation services.
2. Organize transportation board.
3. Provide daily transportation schedule as requested by staff.
4. Responsible for keeping all agency vehicles clean, on a weekly basis and in good working condition.
5. Responsible for scheduling the repairs and maintenance of all vehicles as needed in order to adequately provide transportation services.
6. Responsible for overseeing the health and safety program and through the Health and Safety Committee. Assure that policies and procedures of the agency meet all CARF, OSHA, Fire Marshall, and Department of Health standards.
7. Responsible for arranging monthly fire drills and drills of emergency procedures at ELADC and overseeing that drills for fire and emergency procedures occur monthly at all agency sites and that there is documentation of drills.
8. Responsible for training or arranging training for appropriate staff in vehicle use.
9. Responsible for follow through on health and safety concerns brought to his/her attention or to the Health and Safety Committee.

10. Responsible for inspecting, documenting, and recommending corrective action regarding safety compliance.
11. Provide a quarterly safety report to the Executive Director as part of the Management Report, (October-January-April-July).
12. Participate as a member of ELADC's management team, attending all meetings and sharing transportation, health and safety concerns, or information to the team.
13. Be the chairperson of the Health and Safety Committee, scheduling all meetings, preparing agendas and discussing related issues.
14. Responsible for assuring that all vehicle mileage reports are being submitted timely and have accurate information.
15. Responsible for assuring that the ADA transportation requests are being provided as per the contract with the Town of Taos.
16. Facilitate the training of the Part-Time Driver position.
17. Supervise and assure the Part-Time Driver follows all policies and procedure and health and safety requirements.
18. Evaluate and recommend continuation of Part-Time Driver position to the Executive Director by the end of the fiscal year.

**Physical, Mental and Visual Skills:**

1. Good organizational skills.
2. Ability to use logical thinking to solve problems.
3. Ability to perform arithmetic and read written language.
4. Ability to provide effective written and verbal instruction and provide comprehensive written reports.
5. Ability to perform medium to heavy work exerting up to 100 pounds of force occasionally, and up to 50 pounds of force on an occasional basis, performing such activities as fingering, grasping, lifting, reaching, crouching, and transferring. It is necessary to possess verbal and auditory skills.

**Working Environments:**

The major activities of the job are carried out in many types of conditions which vary. Approximations: Car or van 50%, outdoors 30%, and indoors 20%.

This job description is intended to describe general nature and level of work being performed by the person assigned to this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.