



## Shuttle Bus Driver \$500 New Hire Bonus\*

Newtrax is looking for full-time (with benefits) and part-time (flexible) **Drivers** to provide group ride transportation in the Northeast Metro for seniors and adults with disabilities. Successful candidate would be someone over the age of 23 with a valid Driver's License in good standing. No bus driving experience necessary. Training provided. Conveniently located off 694 and HWY 61 in White Bear Lake.

Benefits of working for Newtrax:

- NO CDL REQUIRED!!
- Paid Training
- Medical, dental, vision, long-term disability, life insurance and PTO for Full-Time positions!
- Keep your nights and weekends! Optional night and weekend work available.
- Overtime available.
- Flexible hours and PTO for part-time positions.
- Convenient location.
- Starting pay is \$20 per hour.

### Required Competencies

**Safety Consciousness:** Be able to safely operate a vehicle and transport passengers (even and especially while under stress), obeying traffic laws and exercising caution and awareness with other drivers

**Problem Solving:** Ability to respond to changing conditions and devise appropriate solutions and next steps.

**Customer Service:** Ability to consistently interact with people with respect and a helpful attitude across a wide range of circumstances.

**Punctuality:** Ability to be on time to work with regular attendance. Safely maintain route schedule within +/- ten minutes of posted arrival times.

**Provide physical assistance to clients:** Able to push wheelchairs, bend, stoop and sit for a long period of time.

**Conversational English:** ability to communicate to riders what is needed and communicate to dispatch any changes in rider status and emergency situations.

### Preferred Competencies

**Comfort with technology:** Ability to learn new technology/tools, e.g, ability to operate standard tablet and GPS Systems

### Job Activities

Safely transport clients on daily routes

Perform routine safety checks on vehicles



### **Certifications/Other requirements**

- 23 years of age or older.
- Current valid state driver's license in good standing.

We are committed to Diversity and Inclusion. Executive Director is part White Bear Lake Welcoming and Inclusive Taskforce, we are beginning work on a strategic DEI plan and have been accepted into the Inclusive Workplaces Cohort with Ramsey County.

Newtrax is a nonprofit collaborative organization that provides daily transportation from home to work and back for over 600 adults with disabilities in the Northeast Metro. We own a fleet of more than 50 wheelchair accessible 14-passenger buses, what we use to provide the group ride transportation. We run our own dispatch center and maintenance garage. We reach out to help coordinate events with other employers, area faith communities, senior living communities and group homes where transportation is a barrier.

Key Words: Driver, Non-CDL, Customer Service, Human Services, Department of Transportation, Community Impact

Starting pay is \$20.00 per hour with a \$500 sign-on bonus (\*\$250 after 30 days, \$250 after 60 days). Part-time Sign on Bonus \$250 (\*\$125 after 30 days, \$125 after 60 days) For more information or to fill out an application on our website [www.newtrax.org](http://www.newtrax.org) Newtrax is an equal opportunity employer. For those offered employment a drug and background screening are required. No DUIs in the last five years.