

Organization Summary:

Newtrax, Inc., White Bear Lake, MN
www.newtrax.org

Newtrax is a 501(c)(3) tax exempt corporation formed in 2011 through an innovative collaboration of two Day Training and Habilitation (DT&H) agencies - Merrick, Inc. and PAI, Inc. We exist to coordinate critical transportation services, informational technology services, and other back office services for “member organizations,” who provide vocational and social support to adults with intellectual/developmental disabilities (IDD). Our mission is to increase the potential of each member organization to advance their charitable mission more effectively and with greater efficiency

The Driver is responsible for the safe, reliable, and pleasant transportation of clients from their home to program-site or designated community trips, and back home again. In this capacity, the Driver is responsible to maintain a clean and safe vehicle, provide customer oriented services to homes and work sites, and forward any concerns in transit to the Dispatcher. This position does require frequent travel within the greater Minneapolis and St. Paul metropolitan area.

Location:	Twin Cities metro area	Activity:	Human Services
Category:	Driver	Wage:	Competitive
Job Type:	Full Time, Part Time, and Substitute	Benefits:	PTO and Health for FT positions

Responsibilities

1. Safely operate a variety of vehicles, and all other related equipment, according to Newtrax requirements and manufacturer specifications. Respond to emergency procedures while in route as required in 245.07 (sub8) and initiate reports (i.e. VA, accident, breakdown, illness, conflicts, property destruction, etc.) as trained.
2. Comply with applicable regulations of the Department of Transportation, and all laws, regulations, and ordinances of the communities we serve. Safely transport passengers through proficient use of all designated safety equipment.
3. Assist in preparing all vehicles for departure as requested.
4. Follow work schedule with regular, punctual attendance.
5. Strive to safely maintain a daily AM/PM fixed route schedule within +/- fifteen minutes of posted arrival times.
6. Read, sign and follow instructions/guidelines for each client noted on the “Bus Card”. Safely assist clients into and out of the vehicle and safely operate a wheelchair lift.
7. Actively employ defensive driving techniques in such a way as to remain accident free (“preventable” as determined by Newtrax).
8. Adhere to all Newtrax Transportation Division’s code of conduct, including, but not limited to: communication, attendance, dress code, punctuality, infection control, professional standards, and safety.
9. Clean and sanitize vehicle interior and wash vehicle exterior as scheduled.
10. Willingly complete additional responsibilities as requested by the Transportation Manager, Transportation Director, or Executive Director.

Qualifications

1. Be 25 years of age or older (insurance requirement) and have a valid state driver’s license of proper class and endorsement with a driving record clear of revocations, suspensions, and cancellations for the past three (3) years.
2. H.S. Diploma, or equivalent, with experience driving and/or working with people that have a developmental disability preferred.
3. Maintain First aid, CPR, and defibrillation certificates.

4. Maintain a valid DOT medical certificate and no physical limitations in performing this job that includes: (i) the ability to sit, stand, walk, bend, stoop, kneel, twist, reach, push, and pull throughout each work day; (ii) without aid, physically capable of regularly lifting and/or moving up to 25 pounds, frequently lifting and/or moving up to 50 pounds, and occasionally lifting and/or moving up to 75 pounds; (iii) without aid push and pull passengers weighing 100 – 200 pounds in wheelchairs; (iv) visual acuity of at least 20/40 in each eye, corrected; a field of vision of at least seventy (70) degrees in the horizontal meridian of each eye; and (v) a hearing loss of no greater than thirty (30) decibels in the better ear with or without a hearing aid.

How to Apply:

Please go to www.newtrax.org to fill out application

EOE