

HENDRICKS COUNTY SENIOR SERVICES JOB DESCRIPTION

POSITION TITLE: Transportation Coordinator

PRIMARY FUNCTION: To meet the transportation needs of Hendricks County Senior Services and to support the achievement of agency objectives.

QUALIFICATIONS:

1. Educational: High School graduate required. College degree preferred.
2. Experience: Experience and knowledge of logistics and/or public transportation; grant administration/project management; supervision of employees. Must be computer proficient and have experience with software applications, including Microsoft Office.
3. Personal: Logical thinking; solution and goal oriented; strategic decision making; detail oriented; effective communicator; dependable; regular, predictable attendance; empathetic to older adults.

ESSENTIAL FUNCTIONS:

- 1) Manage and lead all aspects of transportation program
 - a) Serve as Transportation Safety Officer.
 - b) Supervise and schedule drivers and dispatch team.
 - c) Prepare and monitor daily trip schedules using dispatching software.
 - d) Use data to analyze and evaluate program for efficiency, effectiveness, safety and excellent customer service.
 - e) Submit and monitor budget and recommend appropriate action.
- 2) Maintain compliance with regulatory and funding partners
 - a) Maintain compliance with federal and state regulations.
 - b) Maintain compliance with required drug and alcohol testing program.
 - c) Maintain compliance with required fitness for duty program.
 - d) Maintain records to support reporting requirements.
 - e) Maintain compliance with all funding requirements.
- 3) Program development/planning
 - a) Use data to recommend best solutions to program related problems.
 - b) Administer driver training program, including safety training.
 - c) Produce and submit reports as requested.
 - d) Develop policies and procedures to meet program needs.
 - e) Maintain collaborative partnerships.
 - f) Reports safety issues immediately to the Executive Director.
- 4) Supervision
 - a) Supervise drivers, including recruiting, retaining, coaching, discipline, and evaluating.
 - b) Administer drug and alcohol testing procedure.
 - c) Administer driver fitness for duty procedure.
 - d) Schedule all drivers and dispatch.
- 5) Fleet maintenance/management
 - a) Oversee service/maintenance of agency vehicles.

- b) Monitor vehicle utilization and maintenance.
- c) Coordinate vehicle downtime alternatives.
- d) Submit fleet and maintenance reports as required.
- 6) Teamwork
 - a) Assist any other service area when needed and requested.
 - b) Maintains poise and courteousness under pressure.
 - c) Attends department meetings as requested.
- 7) Other Responsibilities
 - a) Maintain CPR certification and other DOT training requirements.
 - b) Receive, review, understand, and agree to follow the policies of Hendricks County Senior Services as detailed in the agency's employee handbook.

REPORTING & ORGANIZATIONAL RELATIONSHIP:

1. Responsibility: Reports directly to the Executive Director.
2. Coordinative Relationship: Directly supervise all drivers and dispatchers.
3. Works cooperatively with all staff to assure efficient service delivery.

ESSENTIAL PHYSICAL/ MENTAL FUNCTIONS:

- Must be able to speak clearly and distinctly.
- Must have visual, hearing and mental ability to initiate, comprehend and communicate written and verbal communication and financial information.
- Must be willing to be responsible for and maintain job-related supplies and equipment according to Agency policy and expectations.
- Must be able to operate/acquire the skills to operate office communication equipment and software systems.
- Must be able to access files and documents from file cabinets.
- Must be able to perform tasks involving sitting and physical activity such as such as light lifting, some bending, stooping and standing.
- Must be able to perform repetitive tasks such as keyboarding on assigned computer systems.

ESSENTIAL HAZARDOUS /PHYSICAL EXPOSURES:

- Potential to travel in inclement weather.

CHEMICAL OR HAZARDOUS MATERIALS EXPOSURE:

- Potential exposure to cleaning substances within office environment.
- Potential exposure to substances within office environment including copy machine toner, VDT emissions and cleaning solvents.
- Potential exposure to chemical/cleaning substances in Agency.

OTHER SPECIAL CONSIDERATIONS:

- Must be able to function in a stressful environment and meet deadlines as requested.
- Must travel within the service area to respond to vehicle accidents or to transport drivers for drug/alcohol testing.
- This is a safety-sensitive role requiring a Driver for Hire Endorsement.

I have read the job description and understand the qualifications and responsibilities of this position.

Signature

Date