



**SOUTHWEST RIDES PROFESSIONAL SWING AND VOLUNTEER DRIVER JOB DESCRIPTION**  
PART TIME, NON-EXEMPT, NO BENEFITS

**Position Description:** The Professional Driver is responsible for transporting riders who are both ambulatory and non-ambulatory, to and from appointments in company owned vehicles. Driver is responsible for timely arrival to all of these appointments. Drivers are provided with basic uniforms and laundry service for the uniforms. Drivers must be organized, efficient and professional at all times. This position will work between 26-34 hours per week. Volunteer drivers' hours will be logged with the volunteer coordinator. The driver will report directly to the Transportation Coordinator

**Responsibilities:**

- Driver will be working on an on-call basis, waiting to be engaged. Driver should provide a schedule of times they are most available to the transportation coordinator to ensure a smooth dispatch schedule.
- Drivers may be required to work early mornings, evenings, nights and weekends based on the needs of the riders.
- Will be working independently and professionally with people who are ambulatory and non-ambulatory
- The driver is responsible for maintaining rider confidentiality and protecting rider medical information according to HIPPA standards
- Will be responsible for timely and accurate record keeping of rider and vehicle paperwork
- Will need to familiarize one's self with the Southwest Rides and SWCI structure and mission statement
- Will be responsible for the rider's safety while in the vehicle. Driver is responsible for following rules and regulations of the road at all times
- Will be responsible for maintaining ongoing communication with route dispatcher
- Will need to obtain Medicaid verification forms from qualified riders for each appointment
- The driver will be responsible for reviewing manifests the day prior to travel so that preparations with the vehicle can be made
- Will need to report to work in line with the days manifest
- Will be expected to abide by company policies and procedures
- Will be responsible for making sure all uniforms are returned to the office for laundry pick up
- Will be expected to maintain a neat and clean appearance
- Will be responsible for operating wheelchair lift
- Will be responsible for helping riders load and unload personal effects
- Will be responsible for doing daily vehicle checks, cleaning vehicles as needed, restocking vehicles as needed, fueling as needed and communicating all maintenance needs to the Transportation Specialist.
- Drivers are not allowed to accept tips or gifts of any kind for any reason.

**Qualifications:**

- High school education or equivalent
- Valid Driver License required
- Clean driving record
- A minimum of 1 years professional driving experience



- Ability to safely operate a wide variety of vehicles
- Good communication skills
- Ability to lift, push, pull, drag and carry in excess of 50lbs repetitively
- Pass a federal and Colorado background check with a fingerprint screening
- Ability to pass pre-employment and random drug and alcohol screenings
- Must possess or be able to obtain a DOT physical card
- Desire to learn new things and adapt to change
- Ability to work well independently and as part of a team
- Have some familiarity with technology or a desire to learn new technology (tablets, phones, mapping and dispatching software etc..)
- Familiar with Microsoft Office Products
- Safety conscious, focused and observant
- Excellent time management and organizational skills
- Must be flexible in working schedule

*This job description in no way states or implies that these are the only duties to be performed in this position. You will be required to follow any other instructions and to perform any other duties requested by a supervisor.*



I have read and understand the Southwest Rides Swing and Volunteer Driver Job Description.

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Print Name

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Signature Date