



Coachella Valley Rescue Mission **Job Description**

Title: Driver

Wage: \$16.50- \$17.50 an hour

Hourly Position: Based on a thirty-two to thirty-eight hour work week.

Duties and Responsibilities:

1. Understanding and adhering to all Mission policies, procedures, and job responsibilities.
2. Responsible for inspection of all Mission vehicles daily, to ensure proper cleanliness, fueling needs and all safety measures are being met (i.e. wipers, tires, oil, etc.).
3. Drive all vehicles in a safe and courteous manner, and in accordance with the law.
4. Make scheduled donation pick-ups and deliveries as assigned; any variance schedule must be called in and authorized by your supervisor.
5. Write itemized receipts for all donations as picked-up (no \$ value on receipts). Turn in receipts, daily, upon returning to Mission.
6. Never exceed maximum load weight on any Mission vehicle.
7. Maintain daily log book for fluid levels and tire pressure.
8. Maintain daily log book for each vehicle (miles, pick-up locations, dates, and times).
9. Maintain repair and maintenance log books for all Mission vehicles.
10. Ensure self and all helpers are using safety equipment (lifting belts, proper lifting techniques, tie-downs).
11. Other duties as assigned by management.

Skills and Abilities

1. Must be physically sound, as this position entails lifting, pushing, and pulling.
2. Must be intellectually capable of basic reading, handwriting, telephone and bookkeeping skills.
3. Must possess and maintain a clear, valid, California Driver's License.
4. Effective time management and problem solving skills.
5. Team player, with the ability to follow instructions.

Reports To: Transportation Coordinator

Supervises: Helpers

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be a reflection of the current job, management reserved the right to revise the job when circumstances change (e.g. emergencies, rush jobs, changes in personnel, workload, technological developments, etc.).

I have read this Job Description and I certify that I can perform all the essential job functions without a significant risk to the safety or health of others or myself, which cannot be eliminated by reasonable accommodations.

Employee signature

Date

Revised January 26 23