

FLSA Status: Non-Exempt
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Job Title: Operations Assistant & Driver
Reports To: Operations Manager
Prepared Date: 01/30/2020; 03/30/2022, 02/23/2023

Summary:

The Driver/Operations Assistant is a full-time staff member of Positive Tomorrows, responsible for safely delivering children to and from the school in Positive Tomorrows transportation and for assisting with facility maintenance and daily operations. The driver is responsible for caring for students and assisting in their personal and social development. Vehicles to be driven include a school bus, 15-passenger vans, or other vehicles. In addition to the regular school route, the driver may be asked to report for other Positive Tomorrow's activities and may be asked to assist in other maintenance needs.

Essential Duties and Responsibilities:

- Report on time daily
- Prepare vehicles for the day's route. Including fuel, clean-up and checking for maintenance issues and safety concerns.
- Account for children who board the bus and make sure all children are safely delivered.
- Manage any behavior issues which may arise and report with the incident report process, following Positive Tomorrow's procedures for resolution.
- Attend and participate in parent meetings as requested.
- Maintain appropriate communication with supervisor, reporting vehicle problems and concerns, problems with students and family members, and any concerns regarding the route.
- Stay in regular communication with the rest of the PT staff, checking email and mailbox regularly.
- Assist Operations Manager with the daily operations of the facility. Duties to include but are not limited to; assembling items as needed, repairing items, replacing light bulbs, room setup, filter changes and assisting with removing trash and boxes (including Kitchen) to dumpster.
- Making sure grounds are clean and trash is removed from playground and garden areas.
- Pick-up mail daily.
- Pick-up and deliver supplies/donations as needed.
- Other duties as requested.

Knowledge, Skills and Abilities:

- Knowledge of city streets
- Ability to keep a busload of children under control, and safe
- Basic use of tools for repair work and assembling items

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.

- Possesses good written and oral communication skills.
- Flexible, well organized and able to deal with frequent changes in bus routes and daily schedules. Able to reorder priorities in response to needs or unexpected obstacles. Takes initiative.
- Collaborative, open and inclusive.
- Able to establish and maintain effective internal and external working relationships.
- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Think critically and analyze situations. Able to deal with behavior problems and safety issues effectively and appropriately.
- Able to analyze effectiveness of efforts, gathers and processes relevant information, makes recommendations and/or resolve the problem.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies :

- Customer Service - Meets commitments. Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner.
- Safety and Security - Uses equipment and materials properly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current CDL class A, B with passenger and school endorsements or willing to obtain CDL within 6 months of employment, while driving van
 - An individual must possess a Commercial Driver License (“CDL”) in order to legally drive and operate a school bus. CDL holders are regulated by state and federal law. While medical marijuana has been legalized in Oklahoma, federal law does not make an exception for possession or use of medicinal marijuana by an individual with a CDL. In fact, CDL holders are prohibited from failing a drug and alcohol test due to the fact they are in a “safety-sensitive” position. The U.S. Department of Transportation’s drug and alcohol testing regulations do not authorize medical marijuana use under a state law to be a valid medical explanation for a transportation employee’s positive drug test result.

Further, while Oklahoma employers may not make adverse hiring decisions based solely on an individual’s status as a medical marijuana license holder, an employer may make a hiring decision based on the fact that an applicant is not qualified for a certain position (i.e., school bus drivers must possess a valid CDL and provide a negative drug screening in order to be qualified). Finally, drivers who are required to have a CDL could be subject to random drug testing.

- Clean driving record
- 25 years of age or older
- Must be willing to work flexible hours, including evenings and weekends on occasions
- **Education/Experience:** High school diploma or G.E.D. and two years of work experience.
- **Language Ability:** Ability to effectively communicate and respond to managers, clients, customers, and the general public.
- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Outlook and basic computer operations.
- **Supervisory Responsibilities:** This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have vision and auditory abilities to operate motor vehicles and a computer.
- Must be able to lift up to 25 pounds.
- Must be comfortable bending, kneeling, pushing/pulling, stooping.
- Must be able to get up and down off the floor.
- Must be comfortable on a ladder.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____