



## **JOB OPENING**

Title: DRIVER  
Location: Laguna Hills (South Orange County)  
FLSA Status: Non-Exempt/Hourly  
Hours: Monday-Friday (Full-time)

**POSITION SUMMARY:** Responsible transporting frail elderly adults and individuals with disabilities. Assist passengers with boarding and exiting vehicle.

**ESSENTIAL DUTIES & RESPONSIBILITIES** includes the following. Other duties may be assigned as needed.

Representative Duties:

1. Maintain safety precautions when participants are boarding and departing the bus.
2. Follow assigned route and adhere to set schedules.
3. Comply with the policies and procedures as outlined in the Transportation handbook.
4. Responsible for filling out route sheets.
5. Complete and submit required reports and documentation.
6. Observe and obey all traffic laws and safety regulations.
7. Keep assigned vehicles clean and fueled.
8. Report incidents, accidents, and injuries to the Transportation Director immediately.
9. Attend Safety/Driver Training Meetings as required.

### **CERTIFICATES, LICENSES, REGISTRATIONS/REQUIREMENTS:**

- California Commercial license (Class B-P required)
- Valid Medical Examiners Certificate (DL51A) (required)
- Clean H6 DMV Report (Current printout required when turning in application (no points, no tickets, no accidents))

### **EDUCATION & EXPERIENCE**

- High School diploma or equivalent
- Must have experience operating a commercial regulated vehicle for long periods of time.
- Knowledge of vehicle operation, safety regulations, map reading, and reporting guidelines.
- Must have knowledge, and experience transporting individuals with special needs.
- Must be able to effectively communicate with passengers, staff, and Supervisors

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, sit and reach with hands and arms. The employee must regularly push/pull and or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and the ability to adjust focus.

**How to Apply:** Fax resume/employment application.....to (949) 855-8025 or email [karmstrong@myagewell.org](mailto:karmstrong@myagewell.org)

**The employment application is available on the website [www.myagewell.org](http://www.myagewell.org)**

### **Employee Benefits**

*Medical, Dental, Vision, Voluntary Life, 401K-Employer Match, Paid Time Off, Paid Sick Leave, Holiday Pay, Discount tickets to Southern CA attractions*

EOE, M/F, V/D