



***Disability in Action***  
***A Center for Independent Living***

**Job Announcement**

Disability in Action, a Center for Independent Living, is a non-residential, Consumer controlled, community-based, cross-disability, non-profit agency, operated by and for people with disabilities. The Center is dedicated to assisting its Consumers to live as independently as possible and to achieve full inclusion into the communities in which they live. Disability in Action will provide services such as advocacy, peer-support, information & referral, independent living skills training, benefits planning, job readiness training, youth & nursing home transition, and social and recreational activities.

The following position is open for potential staff at the Center for Independent Living in Abilene, Texas:

**Part-Time Bus Driver**

Drives vehicle to provide on demand public transportation services, to the general public, with transportation services to residents of Abilene, Texas. Driver will be scheduled for 25-hours a week, Monday-Saturday. Flexibility is a plus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

Drive vehicles to provide demand response curb to curb transportation to the residents of its service area with door to door service available for elderly and people with disabilities upon request and determination of need.

Enter and exit vehicles at each stop to assist or aid customers.

Operate vehicle in a safe manner always.

Perform daily safety inspections to ensure that vehicles are in good operating conditions always.

Reports problems found during daily safety inspection or that occur during operation of vehicle to supervisor.

Submits purchase requisition for needed repairs on agency vehicles.

Report to assigned work location to obtain daily manifest and other correspondence from Administrative office.

Abide by daily schedule.

Ensure timely submission of all required agency paperwork including but not limited to: driver daily manifest, time sheets, request for leave, purchase requisition, incident and accident report forms, and fuel receipts.

Maneuver and Secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. (Failure to properly secure will result in termination)

Maintain two-way radio or cell phone communication with dispatcher for daily activities to be logged at administrative office.

Clean interior of vehicle on daily basis and wash exterior of vehicle at minimum of one time per week (more frequent if required due to weather).

Coordinate daily schedule with the mobility manager to ensure that customers are picked up and transported in timely manner and reports problems to Dispatch and/or appropriate Supervisor.

Abide by all policies and procedures of agency and funding sources.

Notify Dispatch of all schedule changes including no shows, added trips, and cancellations on daily basis.

Maintain a professional and business-like appearance always including good personal hygiene and grooming standards that result in a clean, neat, and professional appearance.

Deal with public daily, in a professional manner.

Drive during inclement weather as required.

Participate in orientation and on-going trainings which occur on quarterly basis.

Complies with Federal, State, and local laws and regulations.

Must complete and pass a criminal background check.

THIS FORM REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE ESSENTIAL FUNCTION OF THE JOB IDENTIFIED AND SHALL NOT BE CONSIDERED AS A DETAILED

DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERITED IN THE JOB.  
INTRODUCTORY PERIOD IS 180 DAYS.

Failure to comply with Personnel Policies, job responsibilities, and functions can result in disciplinary actions and termination.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform the 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.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Defensive Driving Course

Class C Driver's License

CPR Certificate

Physical

First Aid Certificate

Disability in Action will assist the chosen candidate in obtaining these certifications, by covering the cost.

OTHER SKILLS AND ABILITIES:

Ability to operate fax machine and two-way radio.

**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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is required to walk; climb or balance; and stoop, kneel, and crouch.

The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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. Must be able to deal with varying work environments. While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually moderate.

**To Apply:**

Fax or e-mail a cover letter (not to exceed one page), a resume (not to exceed two pages) and 2 professional references to the attention of Leah Beltran. Please, no phone calls.

FAX (325) 672-2903

E-mail: [leah.beltran@disabilityinaction.org](mailto:leah.beltran@disabilityinaction.org)

Disability in Action is an equal opportunity employer. People with disabilities are strongly encouraged to apply.