



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Transportation Aide Individual Route	Job Category:	Community
Classification:	Community Based Services	WC Code #:	7382
Location:	Mariposa Heritage House	Travel Required:	Yes
Level/Salary Range:	\$17.02 per hour	Position Type:	Full time; 40 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Program Director		
Benefits:	11 Paid holidays, 3 weeks 4 days (152 hours) Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

Applications Accepted By:

E-mail Application, Resume and Cover Letter to:
 Applications@alliance4you.org
Subject Line: MHH Transportation Aide 1
Attention: Human Resources

Job Description

Role and Responsibilities

This Transportation Aide position will be primarily responsible for scheduling client transportation and transporting clients to healthcare appointments both in County and Out-of-County ensuring client arrivals and departures occur on a schedule. You will create a warm and welcoming environment for our clients, as well as our community partners, provide a clean and safe ride, help us provide customer satisfaction to ensure clients can depend on us for their transportation needs. When not providing transports, this position will support Heritage House drop-in center and the Healthcare Navigator in client outreach, education and programs supports. **The Transportation Aide MUST have 5 years of driving experience, a valid driver's license, current automobile insurance, and a clean DMV record.**

Transportation Services

- Work with the HealthCare Navigator (HCN) to schedule, coordinate, and provide transportation;
- Provide individual transportation to healthcare appointments in Mariposa and Out-of-County;
- Pick-up clients and drive clients to their appointments in a safe and timely manner;
- Work with HCN to calendar appointments and transports;
- Receive referrals from the Alliance and other community agencies for transport needs;
- Provide excellent customer service;
- Maintaining the vehicle safe and clean (including disinfecting);
- Maintain travel log, ridership logs, vehicle records;
- Perform routine safety (pre-trip) checks;
- Fuel vehicle daily;
- Provide fixed-route transports, as requested;
- Use of maps and navigation apps to determine best routes;
- Ensure addresses and other transportation details are correct before undertaking any pick-up or drop-off activities;
- Map out routes ahead of time to determine the most expedient trip;





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- Plan each route based on road and traffic conditions;
- Listen to traffic and weather reports to stay up-to-date on road conditions;
- Adjust routes to avoid heavy traffic or road construction, as needed;
- Maintain vehicle records;
- Coordinate routine maintenance services for the vehicle and report any issues;
- Promptly inform supervisor of any tickets issued against the company vehicle during working hours;
- Report any accidents (take photos and complete accident record), injuries, and vehicle damage to Director;
- Share program updates and community resources with ridership;
- Assist HCN with outreach and education.

General Duties:

- Regularly communicate with staff and community partners to ensure ongoing and effective communication between Programs;
- Answers multiple phone lines;
- Greets clients and community partners that walk in the office;
- Maintains forms and documents related to the functioning of the office and transportation program (including incident reports);
- Maintains communication with vendors, contractors, and community partners on behalf of the program;
- Complete data-entry of service logs;
- Helps maintain office cleanliness and beautification, maintains office supply inventory and lets PD know ordering needs;
- Stays up to date on activities and events available at MHH and at other organizations;
- Attend program and agency staff meetings when requested by Director;
- Provide office coverage and share in drop-in center duties.
- Other duties as assigned within scope of job classification.

Qualifications and Education Requirements

Knowledge of:

- Working knowledge of local roads and routes;
- Office Equipment Operation (phone, fax, copier, etc.)
- Computers and Software Programs (Word; Excel; Internet);
- Trauma-Informed Care;
- Current social, economic and health problems and of human behavior and social functioning;

Education/Experience:

- High School Diploma/GED; college preferred;
- 5 years driving experience;
- Clean driving record;





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Ability to:

- Remain calm in stressful driving situations (e.g. rush hour traffic);
- Be accurate, reliable, punctual, well organized, careful and thorough;
- Be polite and professional;
- Utilize maps, GPS systems and car manuals;
- Communicate effectively orally, electronically and written;
- Work effectively with limited supervision and work well with co-workers in a team atmosphere;
- Prioritize work and exercise good judgment, schedule and manage workload;
- Demonstrate comfort and expertise in operating computers and other technology;
- Establish and maintain effective working relationships with clients, co-workers and the general public;
- Analyzing facts and exercising sound judgment in arriving at conclusions;
- Prepare concise reports;
- Communicate effectively orally and in writing;

Physical Requirements:

- Minimum visual acuity of 20/50 (or corrected to 20/50);
- Facility to see read and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to constantly use hands and arms to input data into computer and use adding machine

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver's license, and DMV clearance
- The Alliance requires all new hires to be fully vaccinated against COVID-19 (including a booster). Potential new hires may make a request for a medical or religious exemption. If an exemption request is deemed valid and is granted, we will consider whether or not a reasonable accommodation exists that would allow the individual to perform the essential functions of the job.
- **Annual TB Testing**

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.





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Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	08/09/2021	Revised Job Description Date:	06/22/2022

*** Upon Hire, this will be signed and dated by the applicant. ***

Signature

Date

