



Job Title:

VVSD Driver

Department:

Veterans Rehabilitation Center

Prepared By:

Human Resources

Approved by:

Andre Simpson-Executive V.P. /C.O.O

Job Summary

VVSD's Driver will be responsible for transporting clients to and from meetings, seminars, and appointments. Driver is under the direct supervision of COO Executive Assistant. The driver will maintain a good driving record and keep a clean, orderly vehicle. The driver will enforce seat belt and other safety rules as applied by the department of motor vehicles. Driver will ensure safety of all passengers.

Qualifications:

- ❖ CLASS B LICENSE MANDATORY
- ❖ Experience with homeless population preferred
- ❖ Must be able to lift/push minimum of 60 pounds
- ❖ Must have great customer service skills
- ❖ Must be able to work with diverse population
- ❖ Must be able to fluently read, write and communicate in English
- ❖ Must be patient and understanding of clients' needs
- ❖ Must have clean DMV Record
- ❖ Some knowledge of Veterans Issues a plus
- ❖ Must be able to comfortably, both mentally and physically, perform all aspects of job description and other duties as assigned by supervisor

Responsibilities and Major Duties:

- ❖ Will ensure that clients are picked up and transported in a timely manner
- ❖ Will ensure clients safely arrive at their destination
- ❖ Obeys all traffic laws and drives defensively
- ❖ Assist maintenance in checking fluids, i.e.: gas and oil
- ❖ Wash vehicle as recommended by maintenance staff
- ❖ Report any unusual wear and tear of the vehicle
- ❖ Report any incidents of damage to the vehicle
- ❖ Responsible for safety of all passengers, that passengers wear safety restraints
- ❖ Ensure that vehicle is properly used only for business purposes
- ❖ Must be able to pass criminal background check and drug screen
- ❖ Other duties as assigned by supervisor



Veterans Village of San Diego has the following benefits: 12 paid holidays a year, paid time off between Christmas and New Year's Day, paid vacation and paid sick leave, pension, health insurance, dental and vision plans.

Application Procedure: submit cover letter and resume to: David Enders@vvsd.net, please put in subject line: VVSD Driver or you may Fax resume and cover letter to (619) 497-0263 Attn: David Enders.

If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.

VVSD is an EEOC employer.

This is a full time position of 40 hours a week; the hourly wage is \$13.50 to \$14.00 per hour depending on experience.