



## Job Description Transportation Lead

Echoing Hope Ranch (EHR) is searching for the newest member of our team! Join a team that is dedicated to providing Growth, Discovery & Lifelong Learning to teens and adults with autism and other developmental disabilities.

The **Transportation Lead** (TL) reports directly to the Program Assistant Manager. Their primary duties include maintaining vehicle logs of the fleet, establishing vehicle routes, scheduling of staff for the routes, and tracking of all appropriate documentation. Other critical components of the position include ensuring all vehicles, routes, and staffing are safe for each transportation trip, reporting any issues to the maintenance department or Program Assistant Manager.

A great TL will have a solid understanding of how to plan routes to maximize efficient use of staff and vehicles. The TL will ensure all documentation is accurately maintained, including documentation pertaining to participants. The TL will ensure all vehicle inspections are completed and any deficiencies found are immediately reported to maintenance.

The duties of this position are vital to the operation of the organization. When the specific duties of this position are not being performed, it is expected that the TL will perform additional duties as a Direct Support Professional (DSP) in the department that their support is needed.

The goal is to ensure the company facilities are well-cared for and adequate to support the organization's ongoing operations.

### **About Us:**

Echoing Hope Ranch's mission is growth, discovery and lifelong learning in safe and respectful homes and communities for adults and teens with autism and other developmental disabilities. The guiding philosophy of Echoing Hope is to acknowledge each person as a dynamic human being and to help these people build as full and satisfying life as possible. Each individual with autism has a unique set of skills and strengths. Identifying these strengths, developing them and putting them to good use creates a greater quality of life for these individuals, whether that is the pride and comfort of taking care of and living in a comfortable home, participating in a social environment, or contributing through volunteering or working in their community.

## **GENERAL JOB REQUIREMENTS**

All employees of EHR are required to follow all agency policy and procedures and comply with all required initial and ongoing training requirements. In addition, all employees are expected to follow the code of conduct, mission vision and values of EHR, as well as meet the basic expectations of the job that include the following:

- Has the ability to work effectively with others.
- Behaves in a professional and ethical manner that is open and honest.
- Provide excellent customer service, through positive and friendly interactions, to co-workers and individuals who receive services.
- Is flexible and open to change.
- Respond to issues and concerns from stakeholders and co-workers quickly and proactively.
- Provides constructive feedback and suggestions to improve the quality of services and operations at EHR.
- Behaves in a manner that is caring and supportive of individuals receiving services and co-workers.
- Does what it takes to support the individual in the best way possible.
- Adheres to the principles of Person-Centered Thinking.
- Embraces the EHR core values.
- Leads effectively using the principles of Servant and Participatory Leadership.
- Performs additional DSP duties as assigned

## **Essential Job Functions**

- Develop transportation procedures and ensure implementation
- Oversee inspections of vehicles to identify and resolve issues
- Supervise and support staff assigned to the transportation department
- Upkeep transportation records and reporting
- Plan and oversee assignment of routes
- Plan and assign staff to transportation routes
- Oversee and plan scheduling of vehicle use and reservations
- Manage relationships with guardians and reporting agencies
- Keep vehicle logs and report deficiencies to maintenance
- Ensure health and safety policies are complied with
- Attending mandatory training and meetings
- The TL will perform transportation-related duties approximately 2-3 hours per day
- The TL will receive additional Direct Support Professional duties as assigned for the remainder of each day, which is working directly with the individuals we serve who have autism and other intellectual and developmental disabilities. See [tinyurl.com/6k4bpkpc](http://tinyurl.com/6k4bpkpc) for more details on these duties
- Oversee the cleanliness of the vehicles both inside and outside

- Monitor the GSP and speed-tracking system
- Ensure fuel cards are in working order, are in every vehicle, and ensure that staff is utilizing them properly

### **Requirements**

- Proven experience and understanding of logistics
- Experience in planning routes
- Solid understanding of managing staff in the role of transport
- Working knowledge of the operations of EHR
- Ability to keep track of and report on activity
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership abilities
- High school diploma or equivalent; Degree from a vocational school or BSc/BA in business administration or facility management will be an advantage

### **Other:**

- Attends meetings as needed, inside and outside the organization;
- Performs other related duties and activities as required.

### **Certificates, Licenses, and Registrations:**

- Current driver's license, car registration and auto insurance if driving on the behalf of the Agency or providing transportation to individuals receiving services.
- Licensure as required by state, or ability to obtain it (First Aid, CPR, Article IX, Prevention and Support).
- Ability to pass a background check, and to obtain a fingerprint clearance card.
- Other training and/or certification per state requirements and/or EHR.

### **Working Environment:**

- Work at our main location, as well as in all locations where services are provided
- Must be flexible for evening, nights and weekends
- Position requires DSP duties as assigned
- May have to physically assist individuals during emergencies

### **Benefits:**

- This is a full time position
- Hourly Wage: \$14 per hour
- Paid tTime Off: 40 hours per year (with future increases)
- Paid Sick Leave: 1 hour earned for every 30 hours worked
- Medical, Dental and Vision coverages available