

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Transportation/Van Driver

NON-EXEMPT

SUPERVISOR: Director of Community Services

Duties and Responsibilities

Responsible for maintaining the van, including cleaning, gasoline and reporting maintenance problems

Responsible for observing all laws and traffic safety rules

Take clients and residents to where they need to go and assist them in and out of the van

Maintain courteous behavior with residents at all times

Must be familiar with Waco area locations and streets

Eligibility for coverage under PHA fleet auto insurance

Valid Texas driver's license

Position reports to Residents Services Coordinator

Must be able to work well with receptionist for scheduling or able to schedule ride in absence of receptionist

Qualifications

Driver is preferred to be qualified Section 3 household or PH Resident

High school graduate or GED

Good driving record

Communicate clearly and relate to persons of diverse backgrounds