



**PROJECT LIFT, INC.**

**Job Description**

**Title:** Driver  
**Status:** Non Exempt – Part Time  
**Reports to:** Site Director  
**Location/Schedule.:**  
**Palm City:** 2:00 pm – 7:30 -pm  
Monday - Thursday

**SUMMARY OF RESPONSIBILITIES:**

The Driver is responsible for transporting Project LIFT participants from school, home or to Project LIFT facilities and transporting them home. This position is responsible for ensuring the health, safety and welfare of the children and staff during transportation to and from the facility.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

**Provides and performs program delivery functions including the following;**

**Driver:**

- Drives Project LIFT company vehicle; Picks up participants at school or home and transports to Project LIFT facility and returns participant(s) home at the end of the Project LIFT program day.
- Observes safety regulations and state laws regarding vehicle operation; ensures participants also follow applicable safety regulations.
- Adheres to posted speed limits (i.e. school zones, pedestrian cross walks, emergency vehicles).
- Reports vehicle problems to Project LIFT mechanic.
- Enforces rules of behavior for Project LIFT participants; report any concerns to Site Director.
- Follow safety rules as participants are boarding and exiting vehicle.
- Keep vehicles clean for participants.
- Perform other duties as assigned.

The duties and responsibilities listed above are intended primarily as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the job if the work is similar, related or a logical assignment to the job.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Valid driver's license and clean driving record required.

- Excellent driving skills.
- Maintain high level of confidentiality.
- Able to determine work priorities and ensure proper completion of work assignments.
- Uphold professional standards and represent mission and values of Project LIFT in public.

### **PHYSICAL ACTIVITY/WORKING CONDITIONS**

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is frequently required to use hands to finger, or feel and reach with hands and arms. The employee is required to stand and walk. The noise level in the work environment varies. Specific vision abilities required by this job include close vision and ability to adjust focus. In addition, the employee must be able to lift up to a minimum of 25lbs, able to work in non-air-conditioned environment and to stay on feed for extended periods of time.

The physical demands and work environment described is 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 of this job.

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**Sign and Date**