



BOONE COUNTY SENIOR SERVICES, INC.

515 CROWNPOINTE DRIVE

LEBANON, IN 46052

PHONE: 765-482-5220 317-873-8939

FAX: 765-482-5239 EMAIL: bcssi@booneseniors.org

Job Title: Director of Transportation

Supervisor: BCSSI Executive Director

Objective: Administer Transportation Program – Boone Area Transit System

Responsibilities: Maintain program in compliance with all INDOT regulations and trainings required
Supervise and coordinate program with the Assistant Director of Transportation
Administer Drug & Alcohol Testing program
Supervise and keep records for drivers including hiring, firing, and evaluating
Schedule driver trainings and meetings
Schedule, dispatch and verify trips using transportation software
Maintain records to support periodic reports
Keep records of all accidents and incidences that occur
Work with Medicaid vendor(s) and assure billing is accurate
Generate reports related to transportation
Work with Executive Director with regards to transportation grants

Time: Full-time; 37 ½ hour week.

Benefits: Simple IRA plans available. Eleven (11) paid holidays (number may vary/year). Sick Leave, Personal Leave, and Vacation as specified in the BCSSI Personnel Policies.

Training: Initial indoctrination and on-the-job training. Attend workshops and trainings as it pertains to specific areas of the job.

Qualifications: High School education. Pleasant, courteous, well groomed, patient and adaptable to numerous situations, capacity to organize and administer quality service, ability to relate to older adults as well as enjoy working with people of all ages. Management experience required. Must have a satisfactory Criminal History Report.

Essential Functions: Must be able to see, hear, listen, and have clear speech. Must be able to speak, read, write and understand the English language. Must be able to use the computer as well as type. Must be able to understand and apply basic mathematic concepts. Must demonstrate good judgement and have appropriate decision-making skills. Must have the ability to work alone as well as to work with and supervise others.

Exempt Status: This is a non-exempt position.

Signature of Staff

Date

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.