

Webb County
Job Description

TITLE: Veterans Transportation Safety and Driver-(GRANT)

DEPARTMENT: Veterans Service Office

REVISED DATE: 03/01/2022

JOB SUMMARY:

Veterans Transportation Safety/Driver reports directly to the Grant Director and/or Webb County Veterans Service Officer and is responsible for the daily transportation of qualifying veterans, dependents, and survivors to and from designated service locations. Assist the Veterans Transportation Director and Veterans Service Officer with communication through the Texas Veterans Commission (TVC) grant. Coordination of transportation of military veterans, dependents, and surviving spouses of veterans in a timely and safely manner. Will also consist of administrative duties required for the transportation program. Suggest solutions, improvements and prevention steps for safety issues. Assessing risk and implementing safety hazards of all aspects of transportation operations. Perform all other duties assigned by the Grant Director and/or Webb County Veterans Service Officer.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Transport of qualifying veterans (and/or dependents/surviving spouses) to the designated locations on a daily and safely manner.
- Maintain vehicle in proper condition, ensuring all required maintenance is in place and documentation is up to date on a daily basis.
- Implement all safety protocols vital for transportation operations
- Keep daily records/logs of travel mileage and gas consumption
- Responsible for monitoring and assessing hazardous and unsafe situations
- Maintain awareness of active and developing situation
- Scheduling of clientele that utilize the Veterans Transportation Assistance Program while tracking the time and distance to alleviate any conflicting pick-up and drop-off times.
- Inform veterans, surviving spouses and dependents of other veterans' resources available in the community.
- Use the online platform referral process to assist veterans, dependents, and surviving spouses in receiving the assistance needed.
- Educate veterans, dependents, and surviving spouses in benefits that they may qualify for
- Networking with other veteran's and non-veteran's organizations in assisting veterans

- Perform any and all other duties as assigned by the Webb County Veterans Service Officer

QUALIFICATION STANDARDS:

- Must have a high school diploma or equivalent (GED).
- Must have a valid and current Driver's license.
- At least five-years experience as a driver is preferred.
- Must be a U.S. Military Veteran.
- Must have served in the armed forces for a period of more than 180 consecutive days.
- Honorable discharge from the armed forces required.

EXPERIENCE:

- Driving 15 passenger wheel chair accessible vehicles preferred.
- Excellent organizational and time management skills.

SKILL AND ABILITIES:

- Must have ability to manage time effectively and efficiently.
- Good inter personal skills.
- Works to create a safe, secure, and healthy work environment for fellow employees
- Knowledge of local veterans' service areas, preferred.
- Able to work flexible schedule (weekends included) and follow standard program procedures.
- Ability to work with other department personnel.
- Required to have both written and verbal communication skills
- Must be able to work irregular hours whenever necessary.
- Computer literacy skills

PYSICAL REQUIREMENTS:

- Required to do some heavy lifting of items up to 50lbs.

OTHER REQUIREMENT/INFORMATION:

- Valid and current Driver's license.

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is **not** covered under Civil Service; however, all other Webb County Policies apply. Full-time **grant-funded** position.

SUPERVISORY: Supervised directly by the Webb County Veterans Service Officer and the Veterans Transportation Assistance Program (VTAP) Grant Director.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE