

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SACRAMENTO, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE (Last name first)

SOCIAL SECURITY NUMBER

Mr.
Mrs.
Ms.

POSITION: Transportation Program Manager

PAY RATE:

WORK IS:

DATE OF HIRE

Full-time

DAYS & HOURS OF WORK

Hourly

LENGTH OF LUNCH PERIOD

Contractual

WORK SITE

CLASSIFICATION:

Exempt Non-Exempt

BASIC FUNCTION: Supervise the day-to-day operations of United Cerebral Palsy's Transportation Service; hire, train and supervise transportation staff; develop and coordinate route expansions to provide for the maximum growth potential of the program; maintain the dignity, respect, health and safety of all passengers; maintain passenger and program records; maintain appropriate vehicle maintenance program; track necessary information for program accountability; develop and implement new transportation standards as needed.

SUPERVISOR: Director

QUALIFICATIONS:

- Bachelor's degree or equivalent experience in related transportation service field.
 - One year previous experience working with the developmentally or physically disabled.
 - Minimum of two years supervisory experience.
 - Ability to effectively communicate in both an oral or written manner.
 - Knowledge of computer and various software programs.
 - Must possess a valid California driver's license and clean driving record.
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RESPONSIBILITIES FOR GENERAL PROGRAM OPERATIONS:

1. Acquisition of supplies, equipment and other materials within the program's budgetary limitations.
2. Maintain program receipts and reconcile monthly expense statements.
3. Responsible for staying within budgetary limitations of his/her program.
4. Advise the Director of any program changes which effect program's daily operations, staff and/or passengers.
5. Maintain physical plant by contacting appropriate parties regarding necessary repairs.
7. Responsible for monthly safety inspection of program facility including inspection of hazardous materials and their containment.
8. Responsible for opening/closing of program site as needed.
9. Maintaining agency property (vehicles, computers, telephones, typewriters, copier, etc.)
10. Ensure facility is properly cleaned on a daily basis.
11. Maintain licensing standards and records for staff (Class B, medical certificates, CPR/First Aid, DMV pull-notices, etc.) and vehicles (vehicle registration).
12. Maintain program records including vehicle inspection/maintenance records, passenger mileage and attendance forms, emergency and incident reporting forms, accident investigation records, etc.
13. Maintain records for program accountability outside of UCP, i.e., Caltrans quarterly reports, insurance reports, Regional Center reports, etc.
14. Coordinate transportation services with other transportation providers as appropriate.
15. Procure new vehicles (write vehicle specifications, review bids, purchase vehicles, etc.) following local procurement guidelines set down by Caltrans.
16. As needed, re-route passengers based upon business dictates, emergencies situations, etc.
17. Other duties as assigned.

RESPONSIBILITIES FOR PASSENGERS PARTICIPATING IN PROGRAM:

1. Process and route potential passengers as they are referred from Alta California Regional Center.

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2. Develop passenger safety standards for drivers.
3. Notify proper authorities both verbally and in writing of any suspected client abuse (verbal, physical, or sexual), special incidents, etc on the date they occurred and no later than 24 hours after incident all agencies must have written confirmation.
4. Notify ALTA if clients are absent more then 5 consecutive days.
5. Notify ALTA if clients are absent more than 50 percent of each month.
6. Facilitate ongoing communication and coordination regarding passengers with outside personnel including parents, care providers, Regional Center Case Managers, behavior consultants, etc.
7. Develop, coordinate and implement behavioral strategies for passengers who are having difficulty while in transit.
8. Provide guidance and counseling to passengers and or primary caregivers regarding use of UCP Transportation service.
9. Insure client confidentiality is respected by self and others.
10. Other duties as assigned.

RESPONSIBILITIES FOR STAFF:

1. Recruit, hire/fire and train staff following UCP policies and procedures.
2. Provide daily supervision of staff.
3. Dispatch needed information to drivers as warranted.
4. Conduct annual evaluations of staff.
5. Provide staff with verbal or written counseling as needed.
6. Ensure that staff have proper certification required by DMV and maintain CPR/First Aid certification, etc.
7. Provide inservice training to staff on pertinent topics.
8. Conduct staff meetings.
9. Provide safety training.
10. Reconcile timesheets and request for leave forms prior to submitting them to Associate Director.
11. Maintain personnel records on all staff and ensure that all records are provided to the administrative staff for enclosure in permanent personnel file.

12. File Workers Compensation forms in a timely manner as required by law and UCP policy.
13. Other duties as assigned.

LINE OF AUTHORITY:

For establishing policy: May recommend only

For incurring expenses: May incur expenses within approved program budget.

For personnel changes: May recommend only

I have read and do understand the Personnel Policies.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition or physical handicap.