



AIDS Alabama South Job Description ~ Open Position *Van Driver*

Reports to	Director of Programs.
Benefits Include	Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; fifteen recognized holidays; and more.
Salary Range	\$33,280 (limited experience) - \$35,016 (significant experience), annually.
Minimum Requirements	High school diploma (or GED); Understanding of Microsoft Suite (Outlook, Excel, Word); Knowledge and implementation of client confidentiality and rights per HIPAA; Reliable transportation, valid Alabama driver's license, acceptable auto insurance limits, safe driving record, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Experience in a non-profit setting.
Overall Mission	Responsible for providing client-centered direct transportation services across 12 counties of Southwest Alabama to medical and dental appointments for all eligible consumers who request transportation.

Areas of Responsibility

1. Transport AIDS Alabama South's consumers to medical appointments, social service appointments, and agency events in an organized and timely manner.
2. Must be able to drive and back a van.
3. Working knowledge of various GPS devices, Google maps, and MapQuest.
4. Must be able to drive for long distances requiring early departure and late return, as necessary.
5. Must always treat every passenger with dignity and respect.
6. Maintain accurate and up-to-date documentation of transportation provided to clients including odometer readings.
7. To complete Excel spreadsheet for the logging of trips and mileage and submit on a weekly basis.
8. To utilize Outlook Calendar to communicate with staff and to schedule transportation trips for each client, agency events, any other agency business, or appointments.
9. Attend weekly case staffing with programs department.
10. Maintain a current, valid State of Alabama driver's license and provide copies of these items to the agency as they are renewed.
11. Approve or deny all transportation requests within 48 hours.
12. Maintain documentation of van driver's time daily. Must match hours to appropriate grant funding source.
13. Ensure proper maintenance and cleaning of all agency vehicles and submit all receipts, invoices, and documentation with check requests to Director of Programs or Executive Director.
14. Responsible for conducting a vehicle inspection prior to driving the van and upon the return of the van and agency vehicles.
15. Responsible for reporting any vehicle incidents/accidents, and maintenance issues to Director of Programs and or Executive Director.
16. Responsible for purchasing fuel for the agency vehicles.
17. Responsible for procuring and mounting auto tags, annually for all agency vehicles.
18. Responsible for maintaining documentation of proof of auto insurance inside each agency vehicle.
19. Communicate all transportation or client issues immediately to Director of Programs or Executive Director.
20. Assist other departments with Outreach events as needed.
21. Must be a team player and willing to help other staff or departments to meet the needs of clients.
22. Drive clients and staff to training events, advocacy conferences, and meetings, as necessary.
23. To assist with food bank program as assigned or necessary.

- 24. To assist the operations coordinator with purchasing supplies for the agency.
- 25. Other duties as assigned.

Work Environment

- 1. Schedule – Work hours are full time and may occasionally include nights and/or weekends; varies based on the needs of the client, the client’s family, and the agency.
- 2. Physical Requirements – May lift up to 50lbs occasionally; and prolonged periods of standing, sitting, stooping, and bending.
- 3. Safety/Environmental – Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ+ individuals, and members of various racial/ethnic communities.

Overall Expectations

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature

Date