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Title: Professional Transportation Provider

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Position Number: 010010

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Location/Territory: Washington, DC Metropolitan Area

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Job Type: Full-Time

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**Responsibilities:** Hayes Transportation invites applications for a full-time Minivan Driver. The Minivan Driver will provide safe and efficient operation of the vehicle that transports patients, students, staff and guests on irregular designated routes.

The successful candidate will operate an assigned vehicle over designated routes according to the provided daily scheduled. Responsibilities include adhering to rules and regulations pertaining to the safety of transporting passengers on vehicles; maintaining a clean vehicle interior; checking the condition of assigned vehicle and reporting needed adjustments, repairs, and maintenance; checking gasoline, oil, water, and tires or have filled as required; maintaining mileage reports; filing field and accident reports; communicate with dispatch; logging number of passengers who ride the vehicle; completing a vehicle safety checklist; operating disabled lift device if necessary; and handling emergency situations and equipment safely and effectively.

As essential personnel, the Minivan Drivers may be required to work overtime and snow days.

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**Minimum Qualifications: The successful candidate MUST...**

- Be patient, polite, kind and courteous.
  - Be proficient in English and ability to follow direction.
  - Pass all mandatory training classes.
  - Present an acceptable background investigation and driving record to meet Hayes Transportation and insurance standards.
  - Remain insurable and maybe able obtain a CPR certification.
  - Possess adequate communication devices (ie. Cell phone, access to e-mail, etc.)
  - Ability to pass random mandatory drug testing.
  - Know their way around Washington DC, Maryland and VA
  - Understand how to work or be able to learn how to work a Navigation System.
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- Preferred Qualifications:**
- Proficiency in Spanish a plus.
  - Experience in any field dealing directly with customers and/or customer service.
  - High school diploma or GED plus one year of experience with passenger vehicle, school, or shuttle preferred.
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**Special Notes to Applicants:** Please complete an online application for consideration. Include Required Documents.

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Application materials must be received by: Open Until Filled

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Documents which may be associated with this posting: Cover Letter, Resume; References; Licenses; Driving Record

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How to Apply: Online application: [www.hayestransportation.com/job.html](http://www.hayestransportation.com/job.html)

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