

Transportation Coordinator

Bigfork Valley Transportation / \$20.17 - \$25.11 / Part-Time

258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Full-Time/Part-Time Employees

- Health Insurance: Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- Dental Insurance: Bigfork Valley offers dental coverage through Delta Dental.
- Vision Plan: Bigfork Valley offers vision coverage through VSP Vision Network.
- Healthcare and Dependent Care Flexible Spending Accounts: Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- Life Insurance and Long-Term Disability: Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- Retirement: Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Paid Time Off (PTO) to offer a work-life balance.
- Employee Referral Program
- Experience Pay Given
- Shift Differential

Job Summary

Responsible for oversight and regulatory compliance of Bigfork Valley's transportation program, including supervision, scheduling, and direction of drivers. Drives vehicles to transport passengers over specified routes to local or distant points according to established schedules.

- Coordinates transportation schedules.
- Conducts regulatory driver education, qualifications, and renewal/verification of requirements.
- Submission of vehicle reporting as required.
- Maintains records of required DOT/STS vehicle maintenance inspections.
- DOT/STS grant reporting.
- AEOA transportation coordination.
- Transports residents/elders to various appointments or events following the Minnesota Department of Transportation Special Transportation Services requirements.
- Assists passengers to enter and exit the vehicle, with packages as needed.
- Utilizes hydraulic lift as needed for physically challenged passengers.
- Regulates heating, lighting, and ventilating systems for passenger comfort.
- Complies with local traffic regulations. Reports incidents and/or accidents.
- Maintains trip logs, maintenance, and repair records.
- Collects and records cash receipts and ticket fares.
- Makes repairs and changes tires.

Job Summary continued

- Performs daily vehicle inspection and cleaning before departure and/or at end of day.
- Works cooperatively with care providers to establish bus schedules that meet the needs of residents and other community members.
- Provides personal care within the scope of training and experience and obtains assistance with situations outside the scope of training and experience.
- Deals constructively with conflict situations; acts in a manner which promotes cooperation and consensus building.
- Consistently maintains a positive constructive attitude; demonstrates awareness, concern, support, and responsibility for the success of Bigfork Valley.
- Exhibits and upholds work-related behaviors which are in accordance with the general rules and procedures of Bigfork Valley as well as relevant professional codes of ethics, and which reflect an appropriate role model for other employees.
- Supports and works toward the accomplishment of the mission, vision and goals of Bigfork Valley; actively supports quality improvement initiatives; represents Bigfork Valley in a positive manner in interactions with customers, business partners and the public at large.
- All other duties as assigned.

About the Position

- Part-Time
- Days
- On-Site at Bigfork Valley

Qualifications

- Valid MN Driver's Licensee and clear driving record with no violations.
- Current CPR and First Aid Certification.
- Ability and willingness to obtain a DOT driving certification.
- Proof of personal liability insurance coverage.

*The hourly wage for this position is \$20.17 - \$25.11/hour, with a median wage of \$22.64/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability