

## Job Description - RYDE Driver

- Status:** Non-Exempt  
**Job Classification:** 1  
**Hours:** 0.5 PTE (Part-time, 24 hours/week)  
**Comp Range:** \$21.15/hr  
**Reports to:** Assistant Manager RYDE  
**Job Summary:** The RYDE Driver provides transportation to senior adults to and from social engagements, shopping, medical appointments, and other local destinations in and around the west valley.

### DUTIES AND RESPONSIBILITIES

- Introduce yourself by name, and verify the name of the passenger prior to the start of each ride.
- Assist passengers with mobility devices (canes, walkers) as they enter or leave the car.
- Engage passengers in conversation.
- Answer any questions they may have regarding their transportation.
- Complete all assigned rides safely and on schedule.
- Respond immediately to calls from the operator/coordinator.
- Assist with outreach within the designated communities to be served.
- Immediately report all accidents, incidents, complaints, or passenger behavioral issues to the coordinator and proper authorities as needed.
- Attend and participate in all ongoing training and development sessions.
- Properly store, care for, and return any equipment supplied for use during the program.
- Maintain **your vehicle** in good working order and cleanliness based on the Vehicle checklist provided.

West Valley Community Services believes that each employee makes a significant contribution to our success and should not be limited by the assigned responsibilities. This job description outlines primary duties, qualifications, and job scope, but is not intended to be a comprehensive description of job responsibilities. We expect each employee to offer their services as necessary to ensure the success of our endeavors.

### QUALIFICATIONS

- Valid California driver's license/ID.
- Insured automobile.
- Interpersonal skills with the ability to communicate in individual and group settings.
- Ability to work with people from diverse backgrounds and/or with language barriers. Bilingual highly desirable.
- Ability to embrace WVCS' mission to provide basic human needs with compassion and in a dignified environment.

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- Employees must be fully vaccinated and up to date, or must submit a request for exemption. New employees are required to be at least partially vaccinated within two weeks of their first shift at WVCS, and must provide proof of vaccination.
- All offers of employment are conditional upon the incumbent's successful completion of pre-employment screenings, including a criminal background.

This position description intends to describe the general nature and level of work and is not intended to include all duties and responsibilities. Due to the nature of our clients' needs and our agency's operations, responsibilities may be modified at any time.

### **ABOUT WEST VALLEY COMMUNITY SERVICES**

West Valley Community Services is a nonprofit organization that has been providing safety net services to low income and homeless individuals and families in the west valley region of Santa Clara County for more than 40 years. The mission of West Valley Community Services is to unite the community to fight hunger and homelessness. Our work is guided by the vision of a community where every person has food on the table and every person has a roof over their head.

At West Valley Community Services, we value:

- Compassion – We respond to the needs of others with sensitivity and kindness.
- Dignity – We treat everyone with honor and respect.
- Integrity – We operate with honesty and strong moral principles.
- Service – We bring together the community to help others.
- Diversity – We value each individual's uniqueness.
- Ingenuity - We approach our work with creativity and resourcefulness.

These values inform the work we do with our clients, our staff, our board members, and the community.

West Valley Community Services offers a range of safety net services to clients, including a food pantry, affordable housing, emergency financial assistance, a mobile food pantry, financial coaching, family support, case management, and referral services. We also partner with county agencies to ensure clients have access to public health and food assistance benefits. Our programs target families with children, at-risk youth, seniors, individuals, and disabled adults who are extremely low-income, living on a fixed-income, homeless or are at risk of becoming homeless.

West Valley Community Services is the only nonprofit agency helping the almost 22,000 men, women, and children living in poverty in the west valley communities of Cupertino, West San Jose, Monte Sereno, Saratoga, Los Gatos and the surrounding mountain regions. We provide the most vital and basic human services to the community's neediest individuals and families.

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At West Valley Community Services, diversity is one of our core values. We engage with a diverse community of clients, staff, volunteers, and donors, and believe diversity makes us stronger. We encourage people from all backgrounds and all identities to apply.

West Valley Community Services is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender identity/expression, age, religion, disability, sexual orientation, genetics, veteran status, marital status or any other characteristic protected by law.