

Class Code:.....0845
Position #:(NUNC).....
Developed by:.....PR
Reviewed by:.....SG
Approved by:.....LK
Date:..... 11/08

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Ram Van Driver
DIVISION: Student Affairs (Student Life)
REPORTS TO: Assistant Director, Student Life/Disability Services
GRADE: 1
SUPERVISES: Support staff

BASIC FUNCTION:

Responsible for transporting University students with disabilities to classes and other academic activities, primarily on the Kingston campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the safe operation of the URI Ram Van to provide transportation for eligible University students with disabilities, enabling them to participate in academic programs, including classes and other required academic activities.

When required, provide light mobility assistance between Ram Van and building.

As the schedule permits, provide transportation to students with temporary injuries.

Communicate policies and procedures to students, and uphold transportation policies and procedures.

Create and maintain rider schedules, giving priority to students with disabilities.

Create and maintain rider statistics as part of the Disability Services' Annual Report process.

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Communicate with RIPTA dispatch as needed to secure supplemental rider services for eligible students.

Report campus accessibility problems to the proper University authorities.

Coordinate with the University's Automotive Department regarding the cleaning, maintenance, and inspection schedules for the Ram Van.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with related telephone and office duties.

Perform additional duties as necessary.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing and spreadsheet software; RI Commercial Driver's License (CDL); Dodge Mini Van

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Minimum of high school diploma from an accredited high school; RI Commercial Driver's License (CDL); one year of experience operating a wheelchair-accessible vehicle; one year of experience working with persons with disabilities; demonstrated customer service experience; demonstrated ability to effectively communicate with personnel from a wide variety of offices and job functions; experience with office procedures, including telephone communication; computer skills, including word processing and spreadsheets; commitment to diversity.

Preferred: One year of experience working with college students; one year of experience providing transportation services on a college campus; experience with independently creating and managing rider schedules.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.