

JOB OVERVIEW	
JOB TITLE	CDL Van Driver
DEPARTMENT	Independence Express
LOCATION	Buffalo, N.Y.
DIRECT SUPERVISOR	Director, Independence Express
GENERAL JOB DESCRIPTION	
Transport people with disabilities to and from various points in a wheelchair accessible vehicle.	
SPECIFIC DUTIES & RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Transport people with disabilities to and from various points as assigned. 2. Assist individuals, when necessary and according to Western New York Independent Living, Inc. (WNYIL) guidelines. 3. Make sure all passengers are securely fastened with wheelchair lockdowns, when appropriate, and seat belts before engaging vehicle. 4. Conduct general maintenance as outlined in the van procedures manual. 5. Complete and hand in all required paperwork daily. 6. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as required. 7. Participate in maintaining a neat, clean, and safe work environment. 8. Perform other job-related duties as assigned by the supervisor. 	
EDUCATION & TRAINING	
<ul style="list-style-type: none"> • High school diploma or equivalent or must be able to read and understand van schedules, GPS, using an iPad (will train), and procedure manuals. • Must have a current New York State driver's license Class A, B, or C with Passenger Endorsement. 	
KNOWLEDGE & EXPERIENCE (if required)	
<ul style="list-style-type: none"> • Must have a clean driving record with no moving violations or accidents within the past two (2) years. 	
SKILLS & ABILITIES	
<ul style="list-style-type: none"> • Must meet Article 19-A driver guidelines. • Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities. 	
WORKING CONDITIONS	
WORK ENVIRONMENT	Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds. Able to maneuver occupied wheelchair in tight spaces. Able to kneel & crouch in order to secure wheelchair in transport van.
HOURS / SHIFTS	Schedules will vary depending on availability. Can be flexible. Overtime may be available.

CLASSIFICATION	Full-time, hourly, non-exempt. Rate: \$21.00 per hour
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurance available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program.
OTHER	Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free Agency.

POSTING INFORMATION	
Closing Date: Open Until Filled	
Cover Letter and Resume Required to:	Human Resource Dept. WNY Independent Living, Inc, 3108 Main St. Buffalo, N.Y. 14214 employment@wnyil.org