



## **ITN Monterey County - Part-Time Driver Job Description**

### **Position Summary**

ITN Monterey County is seeking reliable, courteous, and safety-minded Drivers to provide transportation services for older adults and individuals with visual impairments. Drivers assist riders in accessing medical appointments, grocery and pharmacy shopping, social and recreational activities, and visits with family and friends.

This position plays an important role in supporting rider independence, dignity, and community connection. Compensation range for this position is \$18-20/per hour, not including mileage.

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### **Work Schedule and Service Area**

This is a part-time, nonexempt position. Drivers are generally scheduled for a minimum of two or more hours per shift, at least two days per week, depending on rider demand and organizational needs. Schedules are typically assigned in advance; however, occasional schedule adjustments may occur based on operational needs.

Drivers must be dependable and willing to work early mornings, evenings and weekends. Most rides occur within the Monterey Peninsula and Salinas areas. Occasional support for rural transportation projects may also be required.

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### **Minimum Qualifications**

- Valid California Driver's License
- Minimum of five (5) years of driving experience
- Acceptable driving record consistent with organizational and insurance standards
- Current proof of automobile insurance if using a personal vehicle
- Access to internet and email for scheduling and communication purposes
- Two to three professional or personal references who are not relatives
- Ability to communicate professionally and courteously with riders, staff, and the public
- Bilingual English/Spanish communication skills are a plus due to the populations served

Employment is contingent upon successful completion of a background check and motor vehicle record review consistent with applicable California law.

## **Essential Duties and Responsibilities**

Drivers are expected to:

1. Safely transport riders to and from scheduled destinations.
  2. Maintain a clean and orderly vehicle, both inside cabin, trunk and exterior. The use of personal vehicles for work-related travel is reimbursed in accordance with California law.
  3. Provide adequate storage space for rider mobility devices such as walkers or foldable wheelchairs.
  4. Arrive on time for scheduled rides and promptly notify the office and/or rider regarding delays or emergencies.
  5. Escort riders to and from the vehicle and destination entryway, when appropriate.
  6. Maintain a friendly, respectful, and professional manner during all rider interactions.
  7. Protect rider confidentiality and only share information with authorized staff when necessary to support rider services.
  8. Wear assigned identification and display organizational placards as required.
  9. Follow all organizational safety policies, driving procedures, and scheduling protocols.
  10. Refrain from smoking in the vehicle during work hours and from consuming alcohol or impairing substances before or during shifts.
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## **Essential Requirements**

Reasonable accommodations may be made for qualified individuals with disabilities consistent with applicable California law. This position may require:

- Prolonged periods of driving and sitting
  - Assisting riders entering and exiting vehicles
  - Lifting and storing walkers, foldable wheelchairs, or similar mobility devices
  - Reaching, bending, and light lifting associated with rider assistance and vehicle operation
  - Drivers are expected to maintain neat, clean, and appropriate business-casual attire while representing ITNMontereyCounty.
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## **Equal Employment Opportunity Statement**

ITNMontereyCounty is an equal opportunity employer. The organization does not discriminate on the basis of race, color, religion, creed, sex, gender, gender identity, gender expression, sexual orientation, marital status, age, national origin, ancestry, disability, medical condition, genetic information, military or veteran status, or any other status protected under applicable California or federal law.

## **At-Will Employment Statement**

Employment with ITNMontereyCounty is at-will. Either the employee or the organization may terminate the employment relationship at any time, with or without cause or advance notice, subject to applicable law.

For additional information regarding this position, please contact the Operations Manager at (831) 233-3447 or [info@itnmontereycounty.org](mailto:info@itnmontereycounty.org).