

Transportation Manager

TIME: Full-time
BENEFITS: Health, Dental, Cafeteria Plan
SALARY RANGE: Salary Commensurate with Experience
STATUS: Exempt
REPORTS TO: Executive Director



Independence, Inc.
2001 Haskell Ave.
Lawrence, KS 66046

GENERAL JOB DESCRIPTION

This individual will coordinate transportation services for persons with disabilities. This individual will dispatch rides, help prepare the transportation budget and supervise transportation staff and operations in a manner complementary to the spirit and intent of the independent living philosophy.

DUTIES AND RESPONSIBILITIES

- Provide direct supervision of transportation staff and operations, including training and evaluation of staff.
- Assist in the development of the transportation department budget.
- Coordinate the agency vehicle operations with other transportation providers.
- Develop goals and objectives for transportation along with resource development and long-range planning.
- Compile and send all necessary monthly Kansas Department of Transportation (KDOT) grant reports.
- Assemble documents, compile, and analyze budgetary and ridership data necessary to complete annual KDOT grant application renewals.
- Assemble documents, compile, and analyze budgetary and ridership data necessary to complete National Transit Database (NTD) reporting.
- Credentialing for Movivacare (Managed Care Medicaid Transportation).
- Updating expired documents in Complicore (Medicaid).
- Scheduling DOT physicals and monitoring DOT random drug/alcohol screening .
- Develop and implement transportation public relation efforts with the Community Engagement Manager.
- Develop, modify, and maintain transportation statistics.
- Monitor, evaluate and maintain internal control systems for departmental accounting.
- Advertise for, interview, hire, and train new drivers, in accordance with company policies.
- Provide back-up driving when necessary.
- Receive consumer requests for transportation and schedule/dispatch rides.
- Maintain internal database (CIL Suite) of transportation consumers and their goals.
- Research and maintain scheduling database.
- Supervise and maintain vehicle maintenance on a regular schedule.
- Plan for and order new vehicles.
- Complete all accident and insurance reports, when necessary.
- Resolve complaints related to vehicle operations and policies, report complaints to Executive Director.
- Maintain appropriate interpersonal relationships with employees, peers, and consumers.
- Assist consumers with individual advocacy and training efforts as time allows.
- Provide systems advocacy as opportunities arise or are requested by supervisor.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Valid Kansas driver's license and good driving record.
- High School diploma and at least two years professional experience.
- Direct experience in the management and training of personnel.
- Demonstrated ability to complete tasks in a timely manner.
- Working knowledge of computers; database management, spreadsheet and word processing software packages.
- Demonstrated ability to research, interpret and apply government regulations and policies.
- Demonstrated ability to establish and maintain systems of tracking data electronically
- Demonstrated ability to provide excellent customer service.
- Ability to pass drug screening and be subject to random testing in accordance with Department of Transportation regulations.
- Ability to pass a DOT physical to obtain the required medical card to drive KDOT vehicles.
- Demonstrated ability and willingness to work cooperatively with other staff, community and/or professional groups and organizations.

PREFERRED QUALIFICATIONS

- A.A. or Bachelor's degree in related field (communications, business)
- Experience in providing services for people with disabilities.
- Administrative experience of a transportation system.
- Qualified person with a disability.
- Grant writing experience.

All programs and employment positions of Independence, Inc. are open to all members of the community, without regard to race, color, creed religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability.

The Americans with Disabilities Act of 1990 protects the rights of people with disabilities to equal employment opportunities. Arrangements will be made if you have a disability that requires an accommodation in completing any part of the employment process. A request for an accommodation will not affect your opportunities for employment. It is your responsibility to make your needs known. Call 785/841-0333.