



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experienced person for the following position:

Driver/ Transporter – Part Time

Department: Administration

Supervised by: Executive Administrator

Supervises: No

Travel Required: Occasionally

Salary Range: \$21.00-26.00 / hourly

Type: Part-Time - 25 Hours per week; Non-Exempt

Position Summary:

The Driver/Transporter reports to the Executive Administrator and is responsible for providing safe and reliable transportation services to clients (including adults, elders, and youth), patients, staff, and community members for health and wellness appointments or FAIHP activities. This role ensures all passengers are transported safely, punctually, and comfortably. The Driver/Transporter also maintains vehicle records and supports other departments when transportation is not required.

Essential Duties:

- Schedule and coordinate client transportation in collaboration with administrative and medical staff to ensure timely and reliable service.
- Safely transport clients—including adults and youth—to and from appointments, programs, and services.
- Monitor clients and youth during transport to ensure safety, well-being, and appropriate conduct, providing assistance as needed while maintaining professional boundaries.
- Respond to unexpected client or youth behaviors calmly and professionally, prioritizing the safety of all passengers and the driver.
- Build rapport with clients and youth to foster a welcoming, respectful, and supportive environment.
- Clearly communicate schedules, changes, and expectations to supervisor, program staff, clients and parents/guardians as needed, while reinforcing transportation safety rules.
- Perform daily cleaning and sanitization of the organization's vans, ensuring interiors and exteriors are neat, safe, and presentable for client use.
- Conduct pre- and post-trip inspections of the organization's vans, documenting mileage, fuel level, and safety checks; immediately report any issues or concerns.
- Maintain accurate logs of vehicle cleaning, inspections, mileage, fuel usage, and maintenance activities in accordance with the organization's policy.
- Coordinate routine and preventive maintenance appointments (e.g., oil changes, tire rotations, inspections) and schedule vehicle drop-offs and pick-ups as needed.
- Promptly report any vehicle damage, mechanical issues, or safety concerns to the Executive Administrator.
- Assist with the development and implementation of transportation policies and procedures, ensuring compliance with the organization's standards, safety protocols, and legal requirements.
- Collaborate with healthcare providers, case managers, and/or program staff for clients or youth with special needs, ensuring safe and appropriate accommodations.
- Inform and assist clients and guardians in understanding FAIHP transportation policies, including their rights and responsibilities.
- Support department training for new staff on transportation procedures, youth safety practices, and use of the electronic health system for documentation.
- Act as a mandated reporter and follow the organization's procedures for reporting any suspected abuse, neglect, or safety concerns involving youth or clients.
- Participate in youth-related field trips and provide supervision as needed to ensure youth safety and program support.
- Maintain strict client confidentiality and comply with HIPAA and the organization's privacy requirements.
- Drive defensively and follow all traffic laws and the organization's safety protocols; respond appropriately

to accidents, medical emergencies, or vehicle breakdowns.

- Represent the organization in a professional, courteous manner at all times while interacting with clients, youth, families, and community partners.
- Provide feedback to the Executive Administrator on client and youth satisfaction with transportation services and suggest potential improvements.
- Perform additional duties as assigned by supervisor. Responsibilities may be adjusted at manager's discretion, either verbally or in writing.

Minimum Requirements

- High School Diploma or Equivalent
- Availability to work evening and weekend hours as needed.
- Valid California Class B Driver's License, or Class C with Passenger Endorsement; must provide DMV report with fewer than 2 points in the past 12 months; must maintain current auto insurance.
- Familiarity with or sensitivity to the needs of the American Indian community and culture.
- Ability to work with culturally diverse populations, youth, and professionals.
- Proficient in Microsoft Office Suite and Google Workspace and ability to learn electronic health systems and/or learn new software programs.
- Flexibility to adapt to schedule changes, client needs, and other variables that may arise during daily operations.
- Demonstrated ability to communicate effectively and professionally both verbally and in writing.
- Hold or ability to obtain CPR/First Aid certification. (preferred upon hire; the organization will provide certification if not already current)
- Hold or obtain child passenger safety seat training (preferred upon hire; training will be provided if not already current).

A clear background check, a drug screen, and a negative TB test are required for employment.

FAIHP offers a robust benefits package that includes:

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| • Health Insurance | • Life Insurance | • Sick Leave |
| • Dental Insurance | • 403(b) retirement | • 16 paid holidays per year |
| • Vision | • Vacation | |

Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by visiting our website at www.faihp.org

Posting Date:08/26/2025

Closing Date- Open until filled