UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Ram Van Driver

DIVISION: Student Affairs (Student Life)

REPORTS TO: Assistant Dean of Students/Disability Services for Students

GRADE: 2

SUPERVISES: N/A

BASIC FUNCTION:

Responsible for transporting University students with disabilities or temporary injuries (as determined by DSS) to classes and other academic activities, primarily on the Kingston campus, in collaboration with the URI Transportation system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Provide services, operations and scheduling that are consistent with and in-tandem to the URI Transportation and Parking Services shuttle service.

As requested, provide light mobility assistance, such as opening a door or guiding a passenger, 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.
Assist with related telephone and office duties.

Communicate with 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:**

Perform additional duties as necessary.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers; word processing, database management and spreadsheet software; Valid Driver’s License; Adapted Ford Mini Van and/or 2018 Micro Bird Bus.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** High school diploma from an accredited high school; Valid driver’s license; Demonstrated experience operating a wheelchair-accessible vehicle; Demonstrated experience working with persons with disability(ies); Demonstrated customer service experience; Demonstrated ability to work with diverse groups/populations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience with office procedures, including telephone communication; and, Demonstrated computer skills, including word processing and spreadsheets.

**PREFERRED:** RI Commercial Driver’s License (CDL) and Chauffeur’s License as specified (http://www.dmv.ri.gov/licenses/commercial/); Minimum one year of experience working with college students; Minimum one year of experience providing transportation services on a college campus; and, Demonstrated experience with independently creating and managing rider schedules.

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