

Job Code:..... 101449
Position #:(NUNC).....(NE)
Developed by:PR; RL; ER
Reviewed by:.....SG; DLJ
Approved by.....LK
Date:11/08;2/15;7/19;9/19;11/19;
12/21/20

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Ram Driver

DIVISION: Student Affairs (Health Services)

REPORTS TO: Assistant Vice President, Student Health and Wellness, Director Health Services; 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/illnesses to classes, academic activities, isolation/quarantine space primarily on the Kingston campus, or in the surrounding community in collaboration with the URI Transportation system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the safe operation of the Ram Van/Vehicle to provide transportation for eligible University students with disabilities, injuries, illnesses or exposure, enabling reasonable participation in academic and university programs, including classes, required academic activities, and isolation and quarantine.

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/Vehicle and building.

Communicate policies and procedures to students and uphold transportation policies and procedures.

Create and maintain rider schedules and communicate with Public Safety Dispatch on rider status including pick-up and drop-off. .

Transportation to/from medical appointments and return from local emergency departments as approved.

Assist with related telephone and office duties.

Training of student/staff for coverage needs.

Transportation of goods to designated locations as requested, such as prescriptions, personal items for individuals in isolation/quarantine.

Communicate with dispatch as needed to secure supplemental rider services for eligible students.

Report campus accessibility problems to the proper University authorities.

Responsible for routine and exposure cleaning of the vehicle as necessary based on use and recommended cleaning protocols.

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; radios; cell phone; Valid Driver's License; Adapted Ford Mini Van, Micro Bird Bus and/or any vehicle that is identified as appropriate for the disability, injury or illness.

ENVIRONMENTAL CONDITIONS:

This position may be exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: High school diploma from an accredited high school; Valid driver's license; Demonstrated experience working with persons with disability(ies); Demonstrated customer service experience; Demonstrated ability to adhere to federal (HIPAA/FERPA), state and health services privacy/security policies; 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; Demonstrated experience operating a wheelchair-accessible vehicle; 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.