

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Transportation Assistant/Driver**

Date: 1/7/2020

Location: Elm Grove, WI

Department: Transportation

General Summary:

The Transportation Assistant is responsible for transporting the Sisters to various destinations in a safe and efficient manner. The Transportation Assistant assures that the services provided by the transportation department are provided within the philosophy and mission of the School Sisters of Notre Dame.

Essential Duties and Responsibilities:

1. Reports to the transportation office to clarify the daily schedule.
2. Checks the schedule for the type of transportation needed for the day.
3. Transports Sisters to necessary appointments and destinations.
4. Checks and cleans cars regularly for preventive maintenance both inside and outside.
5. Takes cars to garage for maintenance.
6. Perform all related duties as assigned by the Transportation Coordinator.
7. Attends all department meetings and in-services as directed.

Basic Qualifications:

- High School Diploma or equivalent
- A valid Wisconsin driver's license
- Understanding of and appreciation for the SSND mission
- Understanding of the elderly
- Must have a safe driving record
- Ability to be flexible
- Ability to work as a team with other transportation staff and with staff from other departments
- Capable of understanding directions and the ability to read and use maps accurately
- Able to communicate by using an SSND cell phone

Job Type: Part-time

Benefit Eligible: N/A

If you are interested in this position please complete an application.

If you have any questions contact:

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