SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Community Driver - Trinity Woods

Date: 7/13/2026

Location: Trinity Woods- Milwaukee, Wisconsin

Department: Transportation

General Summary: The Community Driver ministers to the School Sisters of Notre Dame (SSND) of Trinity Woods in Milwaukee, WI. The driver is responsible for driving sisters to and from medical and non-medical appointments while adhering to all traffic laws as well as fueling, cleaning and scheduling maintenance appointments to ensure that the vehicles in the fleet are properly maintained.

Essential Duties and Responsibilities:

- Perform duties in a matter that is consistent with the mission, values, and policies of the School Sisters of Notre Dame.
- Schedule car appointments as recommended by Transportation Assistant Manager.
- Collaborate with other staff and sisters to coordinate transports for scheduled appointments.
- Drive sisters to medical appointments and non-medical destinations.
- Ensures vehicles are properly maintained:
    - Keep Transportation Management informed of the health of the fleet.
    - Ensure that the vehicles in the fleet are gassed up and clean on a weekly basis.
- Schedule maintenance with local providers to ensure that all vehicles are well maintained.
- Collaborate with SSND Community Coordinators at Trinity Woods to make sure that transportation needs are met.
- Will be required to drive a variety of different vehicles.
- Perform other tasks as assigned.

Experience, Knowledge, Skills

- Valid Driver's license
- Meets the insurance requirements for driving an SSND vehicle.
- Interest in working with senior adults.
- Communication and listening skills.
- Organizational skills.
- Flexibility, patience and punctuality are essential.
- Energy to engage in multiple relationships.
- Shows initiative.
- Cheerful disposition and a positive outlook.
- Ability to lift 25 pounds.

Job Type: Full time, Exempt, 40 hours per week

Benefit Eligible: Medical, Dental & Vision Insurance, STD, LTD & Life Insurance, Supplemental Life Insurance, 403b Benefits, Paid-time-off and Holiday Pay

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

If you have any questions, contact:
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