



# ACACIA CREEK

## RETIREMENT COMMUNITY

*Imagine Living The Dream*

acaciacreek.org

---

### **DRIVER – CLASS B**

Come make a difference in the lives of active, engaged residents of a premiere community. As a Driver, you will be responsible for providing safe, customer focused transportation services to residents who are enjoying all the attractions that the Bay Area has to offer. This role makes a positive difference in the lives of our residents, volunteers and staff through excellent service and commitment to creating high quality experiences while maintaining the highest safety standards.

If you love to drive and want to have a positive impact in the community, please apply!

### **JOB SUMMARY**

Under the supervision of the Lifestyles Manager, performs essential transportation for the Acacia Creek residents, staff and volunteers. Completes regularly scheduled safety checks on vehicles and maintains cleanliness of Acacia Creek vehicles. Assists with Active Living programs as needed. Assists with light maintenance tasks as directed.

### **ESSENTIAL FUNCTIONS:**

- Drives a variety of vehicles as permitted by possession of a California Class B driver's license with passenger endorsement or a Class II license. Must be able to read and understand street maps.
- Receives and follows driving assignments and monthly work schedule from the Lifestyles Manager
- Drives a variety of community trips including but not limited to shopping, recreational and Lodge events. Assists residents in and out of vehicles and participates in all aspects of Recreation outings as needed.
- Cleans Acacia Creek vehicles as needed or as assigned. Performs basic safety inspections prior to any assigned trip. Performs bi-weekly and monthly preventive maintenance on vehicles and minor maintenance as needed or as assigned.
- Keeps a routine maintenance schedule for each vehicle, including documentation. Attends to mechanical/body damage repairs as needed.
- Reports and responds to any and all emergencies as needed. Learns and understands Material Safety Data Sheets (MSDS).

- Participates in annual CHP inspection; meets with CHP personnel and assists with bus inspections as needed. Provides final report to the Director of Active Living.
- Maintains a good working relationship with co-workers. Must be courteous and tactful with residents and the general public.
- Performs light maintenance tasks as directed during stand-by periods.
- Must be able to follow verbal and written instructions.
- Attends occasional mandatory in-services designated for staff.
- Other duties as assigned.
- Schedule: Monday through Sunday-- Variable -- between 8:00 a.m. to 5:00 p.m. Frequent weekends, occasional overtime and evenings may be required.

### **SKILLS, ABILITIES AND EXPERIENCE**

- Strong ability to read, write and speak English.
- Previous experience in driving a bus, van sedan in a group situation, equivalent combination of training and experience that provides the required skills, knowledge and abilities.
- Previous chauffer experience desired.
- Driver must be safe and safety conscious at all times.

### **EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES**

- Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:
- High school diploma or equivalent
- Requires a clean DMV record.
- Maintain a Class B license with passenger endorsement or a Class II license
- First Aid certification

The Acacia Creek Senior Living Community is committed to a culture of Leadership. Our culture is to provide superior service to members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement – we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

**For consideration, please submit resume to: [masonicareers@mhcuc.org](mailto:masonicareers@mhcuc.org)**