



Job Posting

Job Title:	Travel Instructor
Department:	Travel Training
Service Region Location:	San Luis Obispo County
Corporate Headquarters:	Camarillo, CA
Reports to:	Supervisor
FLSA Status:	Part-Time, Non-Exempt

Teach adults with disabilities to access and utilize public transportation services within their community to and from their home, employment, schools, etc. Assess program applicants for their ability to safely and successfully use public transportation. Complete required paperwork and create an individualized trip plan using fixed-route transportation (buses, trains etc.). Meet the individual at a pre-determined date and time, show the individual how to access public transportation and ride the trip to and from their destination with the individual. Teach program participants about bus accessibility features, street and stranger safety, trip planning, different fare types, and back-up plans.

THE COMPANY

R&D Transportation Services, Inc. (R&D) is a transportation management and consulting firm that for over 23 years, has successfully worked with California Regional Centers and School Districts to deliver a comprehensive brokerage model that consists of Scheduling, Billing and Contract Administration, Customer Service Center, and Quality Assurance for Field Operations. Although not a direct transportation service provider, R&D coordinates with vendors to ensure that they operate safe, reliable and efficient transportation services for people with developmental and/or physical disabilities.

POSITION SUMMARY

Travel Training is the process of teaching an individual how to use buses, trains and light rail in the situational environment of public transportation systems. R&D has a current opening for a part-time Travel Instructor for the San Luis Obispo County service region. The ideal candidate for this position will be an individual who is dedicated to helping persons with disabilities, is able to work independently, and has exceptional interpersonal skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct eligibility assessment interviews with trainees to create individualized training plans
- Conduct the required training sessions in the community setting using public transportation systems as dictated by the need and adaptability of the trainee
- Document and track trainee progress using program forms
- Perform required shadow and follow-up sessions to ensure trainee is fully capable of practicing the safety measures learned during the training
- Communicate with the team members (e.g., the individual, family, and other support staff) and other personnel regarding the individual's travel program, while respecting confidentiality.
- Write precise progress reports containing pertinent information regarding the individual's performance and relevant physical and social environmental conditions that impact travel.
- Participate in community outreach presentations at various venues, groups and committee meetings
- Process required documentation within established timelines
- Respect confidentiality of individuals participating in instruction
- Other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities and education necessary to be successful in this position.



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EDUCATION AND EXPERIENCE:

Must have a minimum Associate's degree or higher or professional certification in a related field such as Physical Therapy, Social Work, Special Education, Sociology, Psychology, Community Health, or Kinesiology. Two (2) years working with persons with disabilities desirable. Transportation-related experience desirable.

LANGUAGE SKILLS:

Must be bi-lingual in English and Spanish. Ability to read and interpret documents such as bus schedules, safety rules, and procedure manuals. The ability to write routine reports and correspondence with correct grammar. The ability to communicate effectively with consumers, their caregivers, bus drivers, and employees of organizations.

TECHNICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and distance.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables and standardized situations.

CERTIFICATION, LICENSES, REGISTRATIONS AND MISC. REQUIREMENTS:

California driver's license, Auto Insurance, good driving record, and use of vehicle to get to various work assignments. Knowledge of the use of public transportation systems desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations will be made to enable persons with disabilities to perform essential functions.

The employee is often required to stand, walk, and sit up to several hours per day. While performing the duties of this job, the employee is frequently required to talk or hear, as communication with the trainee, parents, caregivers, as well as support staff is a necessity. Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception as the employee must be able to see the public bus approaching from a distance, identify the correct bus, and see and heed pedestrians, and other vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations will be made to enable persons with disabilities to perform the essential functions.

Field environment; while performing the duties of this job, the employee is frequently exposed to outside weather conditions as the trainer must walk to and from the bus stops, and wait at the stops with the trainee. The noise level in the work environment is usually moderate, but it may on occasion be louder due to traffic noise at the bus stop and the noises while on the bus.

Office environment; the noise level in the office work environment is usually moderate.

How to apply

Please send a cover letter that briefly describes your experience and qualifications along with your resume to Human Resources at hr@rdtsi.com.