

# Vacancy Announcement

JOB TITLE: Passenger Van Driver — As needed

WORK LOCATION: LaBelle, FL

PURPOSE OF JOB: Passenger Van Drivers will transport military veterans seeking medical treatment at VA facilities in Lee County and West Palm Beach to scheduled appointments.

## DUTIES AND RESPONSIBILITIES:

Picks-up veterans and transports them to medical providers, then returns them home. Assists passengers with boarding and exiting vehicle in a safe manner.

Maintains mileage and fuel logs and transport records, and prepares written reports on any accidents, injuries, or other incidents that occur during transport.

Ensures that the van is in proper working conditions. Conducts daily vehicle inspection, including checking fluid levels, tire pressure and condition, lights and safety devices and verifies that vehicle is in proper operating condition. Ensures vehicle is serviced at the required intervals. Will keep vehicle interior clean from trash and debris and will top off fuel after each trip.

Passenger Van Drivers will only drive the approved routes established by the Department of Veterans Hospital or Clinic. Driver will maintain a professional and clean appearance and will obey all traffic regulations. Employee must attend all annual training and occupational physicals to maintain qualifications.

## MINIMUM QUALIFICATIONS:

A valid Florida driver's license, and acceptable driving record, and personal auto insurance consisting of liability coverage in the amount of at least \$25,000 per person, \$50,000 per claim, and \$25,000 property damage. Applicants are required to pass an FBI background check, fingerprinting, attend an orientation program, pass an Occupational physical conducted by the VA medical facility, and be issued appropriate authorization badge.

ANTICIPATED STARTING PAY: \$8.46/hr

HOURS OF WORK: Varies

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TO APPLY: A completed **Hendry County BOCC Application, Applicant Survey, and Veteran's Preference form**, must be received prior to 5:00 p.m. on the closing date. ***SPECIAL NOTES: This is an as-needed or P.R.N. position. Hours may vary considerably from 0 hours to 29 hrs a week depending on need. No retirement, paid leave, insurance or other benefits are provided.***

## To Apply:

Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference Form](#) to:

Audelia Bustamante  
Hendry County BOCC  
PO Box 2340  
LaBelle, FL 33975  
(Physical address: 640 S. Main Street)  
Telephone: 863-675-5352  
Fax: 863-674-4195  
<http://www.hendryfla.net>  
[audelia.bustamante@hendryfla.net](mailto:audelia.bustamante@hendryfla.net)

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDES APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE