



## **CBI Driver Job Announcement**

### **Company Description**

Community Build Inc. is a non-profit organization founded in 1992 in response to the civil unrest which rocked the South L.A. community. The goal of organization is to revitalize South L.A. through human investment and commercial and economic development. We are looking for a talented individual to join our team as an HR Generalist.

### **Job Summary**

Drivers are responsible for transporting clients or handling deliveries in a timely manner and are expected to inspect their vehicles, maintain safe and orderly passenger conduct.

### **Responsibilities**

- Transport clients and/or packages to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs, like office pickups
- Research and plan for traffic, construction and weather delays
- Use navigation applications to determine the best route
- Interact with clients professionally at all times
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date
- Abides by all transportation laws and maintains a safe driving record
- Adheres to company policies regarding safety driving practices
- Makes appropriate problem-solving decisions, setting/communicating trip delays, canceling, and recalling assignments
- Reports accidents promptly in accordance with auto insurance requirements and corrects minor safety hazards

### **Education and Experience**

- High School diploma or GED equivalent education preferred
- Three years of professional driving experience preferred



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### Required License/Certification

- Must be at least 21 years of age and have two years of driving experience and the ability to travel to sites regularly
- Drivers must have a valid California Class B Driver's License and not have had your regular driver's license suspended by the California Department of Transportation
- In the past three years, drivers should have no more than 1 driving infraction (e.g., at-fault accidents or major moving violations).
- Must submit an official copy of driving record from the Department of Motor Vehicles with application materials
- Must be willing to consent to a drug screening

Job Type: Full-time

Pay Range: **\$18.00 to \$20.00 per hour**

Submit resume and CA DMV driving record to [hr@communitybuild.org](mailto:hr@communitybuild.org)