



2020 Board of Directors

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The Kansas Humane Society is funded by private donations, is not a United Way agency, and is not affiliated with the Humane Society of the United States.

Request for proposal

The Kansas Humane Society is seeking a person to work as an independent contractor as a route driver. The person in this role will drive a Kansas Humane Society-owned truck with an attached trailer to various recycling bins in the Wichita area, load the cans into the trailer and drop off the cans at a local recycling business.

Requirements for this role and scope of work include:

- Valid driver's license and insurability under the Kansas Humane Society's auto policy.
- Proven history of safe driving free of moving violations and accidents.
- Experience driving a truck and trailer combination.
- Ability to physically move within a recycling bin and trailer, pull, lift and/or throw containers of aluminum cans from place to place, reach overhead, bend, kneel and squat. Ability to maintain the bins and areas around them by picking up trash, sweeping or other required cleaning
- Availability to drive the full route of can recycling locations, pick up the cans and deliver them to a recycler at least twice per week, with one time preferred to be soon after the weekend. This can be anytime during a day or evening, but should coordinate with the open hours of the recycler so that cans are not subject to theft.
- Ability to access and return the truck and trailer at the Kansas Humane Society's address, 3313 N Hillside, Wichita. The truck and trailer cannot be left overnight anywhere but at this address.
- Ability to maintain a working relationship with the bin location owners and their neighbors, to include in-person conversations in English when requested, and respectfully and positively represent the Kansas Humane Society.
- Availability to report and discuss with the appropriate Kansas Humane Society staff issues with the truck or trailer, concerns with bin locations, and any requested information.
- Respect for the mission of the Kansas Humane Society and the human and animal bond.

Compensation and Responsibilities

The contractor will receive 20% of the proceeds from the recycling value of the can deliveries. These will be paid to the contractor by periodic checks issued and mailed by the Kansas Humane Society. No taxes or other withholdings from the proceeds will be deducted. The contractor must prepare and provide to the Kansas Humane Society form W-9, Request for Taxpayer Identification Number and Certification.

The Kansas Humane Society is responsible for all operating costs of the truck and trailer to include, fuel, maintenance and repairs, insurance and deductibles, vehicle registration and taxes.

The person in this role will not be covered by the Kansas Humane Society's workers compensation plan nor any other type of insurance, except that provided by the auto policy. If Personal Protective Equipment is required, all efforts will be made by KHS to provide it. Any traffic violations and related payments, court appearances or other requirements received while operating the Kansas Humane Society vehicle will be the responsibility of the contractor. Should the contractor have any accident or incident while performing duties on the route or lose the ability to be a licensed, insured driver, it must be immediately reported to the Kansas Humane Society.

Interested persons should submit a letter of interest to include a summary of driving experience and record, confirmation of possession of a valid driver's license and insurability and contact information by both telephone and email. Those persons of interest to Kansas Humane Society will be required to have an in-person conversation and provide date of birth, as well as allow copying of the person's valid driver's license.