

COUNCIL ON AGING

VAN DRIVER

Position Purpose:

The purpose of this position is to perform routine work in the vehicle transport of elderly citizens to and from appointed destinations; all other related work as required. The Council on Aging Van Driver is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs routine work of a responsible nature requiring the exercise of considerable caution and safety when driving passengers to and from various locations.

Supervision Received: Works under the general direction of the Council on Aging Director, referring all unusual situations or questions to supervisor. The position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: None.

Job Environment:

Work is performed in a passenger van on the road with exposure to all weather conditions and the general hazards associated with driving.

Operates a lift-equipped van with an automatic wheelchair lift and mobile telephone.

Makes frequent contact with elderly passengers and their families. Council on Aging staff, and other town departments.

Errors could result in delay and loss of service, poor public relations for the COA, damage to equipment, and possible injury or loss of life.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Transports elderly and disabled citizens in getting to and from various destinations, such as banks, shopping malls, pharmacies, medical offices. Post Office, etc. Assists passengers in getting in and out of vehicles by opening doors and providing physical assistance to those who request or need it; operates wheelchair lift. Ensures that passengers safely enter their dwellings. Ensures that passengers wear safety belts. Ensures that wheelchairs are secured in vehicle. Assists passengers with bags/bundles.

Inspects vehicles daily and reports any malfunctions and/or damage to vehicles; reports needed repairs. Monitors the performance of the van to catch potential problems. Maintains cleanliness of vehicles at all times. Fills gas tank daily. Completes daily log sheets.

Communicates and coordinates with COA Dispatcher. Informs Dispatcher of problems, questions, concerns, and/or requests by passengers.

Attends MART training classes as required.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; some experience operating a passenger van or in light truck delivery service preferred; driving experience in comparable weather conditions helpful; experience working with the elderly desirable; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license with good driving record.
Certification in CPR and First Aid.

Knowledge, Ability and Skill:

Knowledge: General working knowledge of the operation of a passenger van.

Ability: Ability to interact with elderly and disabled persons in a positive and sensitive manner. Ability to understand and follow oral instructions. Ability to function well in stressful/emergency situations. Ability to operate wheelchair lift equipment and push a wheelchair. Ability to operate and effectively maneuver a vehicle under various weather conditions. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times.

Skill: Skill in all of the above listed tools and equipment. Excellent customer service skills. A high level of patience, tact, and discretion.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regularly required to stand, walk, ascend/descend stairs, crouch, stoop, and sit. Uses hands to finger, handle, feel or operate objects, tools, or controls; reaches with hands and arms as in picking up bundles. Bends and stretches to reach low and high. Required to lift bags/bundles weighing up to 30 pounds and to carry a reasonable quantity of materials from place to place. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)