

SENIOR VAN DRIVER

Position Purpose:

Under general direction of the Director of Human Services, provides transportation services to senior citizens.

Supervision:

Supervision Scope: Performs a wide variety of semiskilled work in operating senior van and handicapped transport lift.

Supervision Received: Works under the general direction of the Director of Human Services and the Transportation Coordinator. Works independently, receives specific assignments and general instructions.

Supervision Given: Provides for the safe transportation of senior citizens.

Job Environment:

Requires the operation of a 12-14 passenger bus using varying routes and schedules.

Makes periodic contact with other municipal departments, state agencies, and frequently with the general public, senior centers, public health agencies; communication is frequently in person, by telephone and in writing.

Errors in judgment or omissions could result in delays in service, damage to equipment and passengers and legal ramifications.

Essential Job 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.)

Maintains responsibility for the safe operation of up to 14 passengers. Insures that all passengers are properly seated and belted. Promptly reports unsafe, dangerous behavior to supervisor. Follows all state motor vehicle laws and regulations, Town policies and procedures.

Assists in the loading and unloading of passengers and purchases. Insures that all passengers are accounted for and safely loaded into the van. Opens doors, lifts and places wooden step to assist in loading and unloading passengers, transfers groceries from carts or passengers into the vehicles and stores safely. Assists in unloading groceries from the vehicle to individual's homes.

Operates wheelchair lift and secures wheelchair riders with appropriate seatbelt restraints.

Other Functions:

Demonstrates commitment to maintain and enhance skills by attending courses and training.

Performs related work as required.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a high school diploma and one year of responsible related work experience.

Special Requirements:

Valid CT Motor Vehicle Operator's License with public passenger transportation permit.
CPR/AED Certificate

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the town geography, and program and trip locations; safe driving and transporting practices.

Ability: Must be able to assist elderly passengers in safely entering and exiting the vehicle; able to perform safety and mechanical vehicle checks; ability to enter and maintain accurate written logs of mileage and passengers according to established format. Able to interact pleasantly with others, especially elderly people. Must be able to pass the required physical examination.

Skill: Ability to drive a 12-14-passenger bus. Excellent verbal communications skills.

Physical and Mental Requirements:

The work requires intellectual abilities and a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, and talk or hear; occasionally required to stand and walk; requires use hands to finger or handle objects; and reach with hands and arms. Employee occasionally must be able to climb and kneel. The employee must be able to physically maneuver riders utilizing wheelchairs (up to maximum of 600 lbs. as governed by ADA). Specific vision abilities required by this job include close vision and distance vision. This position requires the ability to operate a passenger bus. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)