

TITLE: VAN DRIVER
LEVEL: \$11.97/hr
DEPARTMENT: COMMUNITY SERVICES/COUNCIL ON AGING

FUNCTION: Provides safe and courteous transportation to the senior and/or disabled residents of New Bedford who reserve rides for medical, shopping, personal or Social Day programming. Provides courier service for the Hillman Street Administrative Office.

SUPERVISION RECEIVED: Works under the supervision of the Council on Aging Director or his/her designee.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Adheres to driving policies, including seat belt safety. Ensures clients safely enter medical facility or house before leaving premises. Schedules travel time so clients arrive for appointments on time and are picked up within a reasonable period after appointments are completed. Maintains contact with Dispatcher for changes or pickup alerts. Collects fares from clients and submits to office clerk daily.

Locks and secures vehicle when leaving it unattended. Adheres to weekly work schedule in order to maintain coverage as directed. Keeps daily record of mileage, gasoline consumption, number of passengers, hours worked, etc.

Responsible for cleanliness of vehicle. Reports deficiencies/problems immediately.

DESIRED MINIMUM QUALIFICATIONS: The ability to operate lift equipment for a 16 (B) 2 vehicle and all its adaptive equipment. Knowledge of streets/roads and community medical facilities required.

Must be courteous and sensitive to the needs of elders. Ability to establish and maintain effective working relationships with clients, peers and superiors. Ability to perform duties with some latitude for individual judgment. Bilingual preferred but not mandatory.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C. Must have received CPR and first aid training.

TOOLS AND EQUIPMENT USED: Transportation vehicles that require a Class D driver's license, two-way radio and telephone.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is regularly required to stand or walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

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

The 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.