

Job Title: Part time Van Driver

15 hours per week @ \$15 per hour

Objective: To provide reliable and courteous transportation service to clients with safety the top priority; helps provide a communication link between client and staff; and operate and maintain assigned vehicle(s)..

Supervision:

Works under the general direction of the Director of the Council on Aging or her Assistant.

General Statement of Duties:

Duties include operating and maintaining transportation vehicles with a focus on safety and client courtesy; perform pre-trip and post-trip vehicle inspections; perform minor maintenance tasks on the vehicles when necessary; fuel all vehicles; ensure that periodic scheduled vehicle maintenance is completed and reported. Document client usage; prepare trip reports; prepare accident and incident reports as necessary; assist passengers and handicapped clients in and out of the vehicle; and provide other services as requested by management when not engaged in transportation service.

Examples of Work:

Operates assigned vehicle in a safe and courteous manner; Assists clients, including handicapped, in and out of the vehicle; operates ramps, lifts and securement devices as needed;

Keeps the assigned vehicle(s) clean inside and outside;

Maintains accurate, up-to-date records on trip sheets, vehicle maintenance, incident reports, accident reports, vehicle condition reports and other records that are requested from management; Performs minor maintenance tasks on assigned vehicle(s) as required and fuels all vehicles.

Coordinates the schedule for major or periodic vehicle maintenance with management and staff.

Responds immediately to accident or medical emergencies by notifying emergency response providers, and rendering First Aid until emergency personnel arrive.

Required Knowledge, Skills, and Abilities:

Ability to drive a multi-passenger vehicle safely and appropriately, including ability to read and interpret road signs in English; ability to prepare concise and accurate records and reports; extensive knowledge of the operations and features of assigned vehicles; ability to recognize vehicle maintenance needs; skilled in reasoning skills to interpret policies and procedures, maps, and route directions; and ability to administer First Aid and CPR.

Acceptable Experience and Training:

High school or G.E.D.; must be a minimum of 21 years of age, and possess and maintain a safe driving record. Complete certification in First Aid and CPR, possess a valid MA driver's license. A physical and Cori Check required.