

SUMMARY JOB DESCRIPTION

COUNCIL ON AGING PART-TIME VAN DRIVER

Other Titles: Motor Equipment Operator, Social Service(s) Technician, (Mini)-Bus Driver, Human Services Attendant

DESCRIPTION OF DUTIES

PROVIDES TRANSPORTATION SERVICES ON AN INTERIM BASIS (as assigned or scheduled, when the regular van driver is not available)

- Adheres to the driving/bus policy (including seat belt safety) as determined by the COA Director;
- Keeps a routine check on the vehicle (including, but not limited to: tires, gas, oil, battery, water, directional signals, seat belts): completes the Pre-Trip Checklist;
- Reports deficiencies/problems with vehicle to COA Director as soon as practicable;
- Maintains the cleanliness of the vehicle at all times;
- Gives a report on usage of the van (number of rides), using a weekly van log;
- Collects fare/tickets/vouchers (as applicable) and turns donations in to the Administrative Assistant weekly;
- Assists passengers in getting on and off the van/mini-bus by opening the doors and offering physical assistance to any passengers who need it;
- Makes certain that passengers have actually entered their homes (especially in winter);
- Assists with up to two bundles and/or packages (as appropriate);
- Destinations may include: medical/dental, meal sites, the senior center, library, food shopping, banking, post office, hair dresser, barber, etc.;
- In an emergency, may deliver prescriptions to individual residences;
- Observes changes in behavior patterns and reports to the C.O.A. director;
- Utilizes/operates mobile communications system;
- Locks and secures vehicle at the end of each day;
- Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS

- Class III; Class II license (if appropriate);
- Good driving record (any combination of training and experience in motor vehicle operation);
- Pre-employment and ongoing random drug and alcohol testing is required.
- Courteous and sensitive to needs of elders and persons with disabilities;
- Knowledge of existing social services helpful;
- Willing to accept CPR training;
- Willing to take mandated training as described by MetroWest Regional Transit Authority (see notes);
- Knowledge of streets/roads/community facilities;
- Ability to understand and follow oral instructions;
- Ability to establish and maintain effective working relationships with peers and supervisor;
- Ability to perform duties with little if any supervision;
- Ability to operate wheelchair lift equipment.

*Van Drivers must maintain up-to-date training as required by Federal and State law. This includes:

Coaching the Van Driver – annually
Wheelchair Lift and Securement – annually
Safe Transportation under the ADA – every 3 years
Drug and Alcohol Training – annually
CPR – annually
First Aid – annually