

JOB TITLE: Van Driver
DEPARTMENT: Council on Aging

GRADE: H-8
DATE: December 2011

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Performs routine transportation work in driving the Council on Aging vehicles for the Town or department sponsored Council on Aging program.

SUPERVISION RECEIVED:

Works under the direct supervision of the Council on Aging Director.

SUPERVISION EXERCISED: None

DISTINGUISHING CHARACTERISTICS:

1. Performs variety of transportation duties with general guidance from the department head. Interacts frequently with public, ability to respond appropriately to emergency or difficult situations.
2. Errors could result in failure to provide desired standards and service, possible personal injury,
3. damage to equipment and litigation.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended 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.

EXAMPLES OF WORK: Including but not limited to:

1. Schedules, coordinates and performs pick ups and drop off for seniors participating in social service programs, medical service and all other activities requiring transportation. Such activities include pick up and drop off of Walpole residents 60 years and older at meal site in Senior Center and trips to shopping malls on an as scheduled basis for shopping.
2. Plans and prepares routes of travel in order to best utilize fuel and time.
3. Maintains a log of miles traveled, number of passengers and gas used which is submitted to the Council on Aging in a monthly report.
4. Schedules routine maintenance of vehicle.
5. Keeps interior of vehicle clean, cleans inside and windshield on the last working day of the week.
6. Provides input for policies necessary for the efficient use of the vehicle.
7. Performs other duties related to the upkeep, scheduling and use of the vehicle as deemed necessary.
8. Other duties as assigned by Council on Aging Director.
9. Assists in a overall service provision to seniors inclusive of sporadic non-transportation activities such as assisting in file maintenance, responding to telephone inquiries, forwarding information and inquiries appropriately, etc.

DESIRABLE QUALIFICATIONS:

Training and Experience: High school graduate or GED equivalent. Any equivalent combination of education and experience that demonstrates the ability to do the job.

Knowledge, Abilities and Skills: Thorough knowledge of traffic laws and defensive driving. Some knowledge of senior citizen services and needs; skill in operation of listed tools and equipment; ability to safely drive the mini-bus; ability to establish and maintain effective relationships with senior adults, employees, supervisors program participants, and the general public; ability to communicate effectively orally.

SPECIAL REQUIREMENTS:

Valid state drivers' license with commercial driver's license endorsement (CDL) Class B passenger. Satisfactory results of Criminal Offender Records Information investigation.

TOOLS AND EQUIPMENT USED:

Transportation mini-bus; telephone; mobile or portable radio

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 walk. The employee is frequently required to sit and talk or hear, The employee is constantly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision color vision 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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet while in the office or moderately loud when in the field.

Revised: August 2000

Revised: December 2011