

Job Title: Council on Aging Van Driver	Hours per week: 32	FLSA Status: Non-Exempt
Reports to: Council on Aging Director	Department: Council on Aging	Grade: 4
Created date:	Revised date:	Approved date:
Created by:	Revised by:	Approved by:

**TOWN OF STERLING
COUNCIL ON AGING VAN DRIVER**

Statement of Duties

Operates a minivan, picking up elderly and handicapped residents of the Town, transporting them to local area destinations and returning them home in supporting the operations of the Council on Aging services; all other related work as required.

Supervision

Works under direct supervision of the Council on Aging Director, when available, or the Council on Aging Board Chair.

Incumbent receives direct orders from the Director who indicates the general work to be performed and outlines the transportation services to be provided.

While an employee receives work instructions on the job, employee exercises independent judgment and initiative in the provision of transportation service.

Job Environment

Work is performed mainly out-of-doors in all kinds of weather conditions. Incumbent is expected to perform work while walking on rough terrain, often climbing out of the van to assist elderly and handicapped.

Errors in judgment in the use of equipment in accordance with established procedures could lead to danger of public health and safety; could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

Essential 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.

Operates vehicle according to the Massachusetts Registry of Motor Vehicle regulations, MART regulations, and in accordance with scheduling set by the Council on Aging.

Maintains vehicle, making sure that fuel supply is adequate, checks engine oil and transmission fluid routinely, and makes sure that routine vehicle service schedules are conducted on a timely basis in coordination with MART.

Assist in packaging home delivered meals, as needed, and deliver meals to town residents in a timely and efficient manner.

Transports elderly and handicapped to regular meetings and programs at the Senior Center and on pre-arranged field trips.

Maintains record of vehicle mileage, vehicle service schedules, fuel consumption, trip reports, etc.

Provides written and oral reports as required by the COA.

May be required to provide first aid, including CPR, to passengers.

May be asked to perform duties during off-duty hours including when called from standby status for emergencies.

Performs other similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience

High School Degree or equivalent

Special Requirements

Possession of a Massachusetts Motor Vehicle Operator's license and fulfillment of MART requirements, including CPR and First Aid certification, drug testing, satisfactory physical exam, wheelchair training, and other training classes as needed.

Clean driving record.

CORI check required.

Knowledge, Ability, and Skill

Knowledge: Working knowledge and skill in the operation and maintenance of a minivan vehicle. Working knowledge of occupational hazards and of safety precautions to be exercised to ensure safe operation of vehicle, and to assure the safety of passengers surrounding communities so as to administer a cost effective transportation schedule.

Ability: Ability to interact in a positive and effective manner with senior citizens, employees, and the general public.

Ability to communicate effectively.

Ability to execute oral and written instructions in a precise manner.

Ability to analyze the proper performance of a motor vehicle by following a preventative maintenance service schedule.

Skill: Excellent employee relations and public relations skills and ability to handle multiple tasks. Good judgment, motor operating skills, and able to maintain effective staff and customer relations through tact and sensitivity to the elderly and handicapped customers.

Physical and Mental Requirements

Minimum to moderate physical effort required in connection with the operation and maintenance of department equipment.

Physical demands may require occasional lifting of objects up to 30 pounds.

Must be able to access pick up and drop off sites.

Traffic congestion could be stressful and the incumbent must use caution while driving, particularly during inclement weather.

There is likely to be a great deal of walking, sitting, and talking or hearing.

Must be able to hear normal sounds and communicate orally.

Specific vision requirements are as covered under the Massachusetts law for driver's license.

The use of equipment can often be conducted in hazardous conditions, and employee must be watchful at all times for potential safety hazards.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.