

COUNCIL ON AGING VAN DRIVER

OTHER TITLES: Motor equipment operator, Social Services Technician,
Mini-Bus Driver, Human Services Attendant

DESCRIPTION OF DUTIES: Provide Transportation Services (as assigned or scheduled)

- Adhere to the driving/bus policy (including seat belt safety) as determined by van/bus coordinator (supervisor or COA Director acting as supervisor weekly)
- Keep daily records of mileage and gasoline use to be submitted to supervisor weekly
- Keep a routine check on the vehicle (including but not limited to: tires, gas, oil, battery water, directional signals, seat belts): performs preventative maintenance.
- Report deficiencies/problems with the vehicle to supervisor as soon as possible
- Maintain the cleanliness of the vehicle at all times
- Collect fares/ticket/vouchers (as applicable) and turn donations into supervisor/treasurer daily (weekly)
- Assist passengers in getting on and off the mini-bus by opening the doors and offering physical assistance to any passengers who need it
- Be certain person has actually entered their house (especially in winter)
- Assist with up to two bundles and/or packages (as appropriate)
- Destinations may include: medical/dental, meal site, social day care, food shopping, public assistance
- Observe changes in habits of passengers; report changes to supervisor
- Utilize/operate mobile communications system
- Lock and secure vehicle at the end of each day
- Other related duties as assigned

THE ABOVE EXAMPLES OF DUTIES ARE NOT INCLUSIVE, BUT AN OUTLINE OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE POSITION. ADDITIONAL DUTIES MAY BE ASSIGNED AS DEEMED NECESSARY.

MINIMUM QUALIFICATION:

- CDL License preferred but not required
- Clean driving record (any combination of training and experience in motor vehicle operation)
- Courteous and sensitive to the needs of elders
- Knowledge of existing Social Services helpful
- Willing to accept CPR training
- Knowledge of street/roads/community/facilities
- Ability to understand and follow oral instruction
- Ability to establish and maintain effective working relationships with peers and supervisors

- Must attend all LRTA required trainings included but not limited to
 - Accessible Lift Use and Passenger Securement
 - Disability Awareness
 - Defensive Driving
- Ability to perform duties with (some/little) latitude for individual judgment
- Knowledge of how to operate the lift system. Required for 16 (B) 2 vehicles
- Will have received CPR and sensitivity training. For 16 (B) 2 vehicles

The Town of Dracut requires a physical post offer.

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.

Revised 2001

The Town of Dracut is an Equal Opportunity/Affirmative Action Employer