

COUNCIL ON AGING VAN DRIVER

Job Description

Definition:

Operator of the Council on Aging Van providing weekday transportation to participants in the Council on Aging transportation service.

Supervision:

Works under the direction of the Council on Aging Director.

Must adhere to all policies of the Council on Aging.

Job Environment:

Work is performed both outdoors assisting seniors and in an automobile, with occasional adverse weather conditions.

Makes frequent contacts requiring perceptiveness, discretion and empathy for the needs of senior citizens.

May have access to confidential information concerning program participants and their families.

Essential Functions:

Performs transportation duties requiring consideration for the safety of senior citizen passengers.

Picks up elders at their homes as scheduled by the Council on Aging office, and returns them home. Keeps a daily log, including mileage and number of participants. Keeps a routine check on vehicle, including, but not limited to: tires; gas; oil; directionals; and general condition. Collects fares, if applicable, and turns over to Council On Aging office.

Other related duties as assigned.

Physical Requirements:

Occasional moderate physical effort required in assisting clients. Long periods of sitting, driving. Ability to assist in the movement of mobile and semi-mobile program participants required.

Recommended Minimum Qualifications:

- High School diploma or equivalent.
- Valid Class III Massachusetts Driver's License; excellent driving record.
- Knowledge of Town streets and community facilities.
- Ability to work independently.
- Ability to operate lift equipment.
- Must be sensitive to the needs of others.

First responder - Basic First Aid and C.P.R. certification desirable.