

**Town of Scituate
Position Description**

Position Title: Driver, Council On Aging

Statement of Duties

Operates a van, picking up eligible seniors and disabled residents of the Town of Scituate, transporting them to local and out-of-town destinations and returning them home. Training is provided for vehicle operation, defensive driving, passenger securement, disability awareness and CPR/AED. No set schedule currently, but would fill in for full or half days between the hours of 8:00 AM to 4:00 PM. Schedule changes offering opportunity for 1 or 2 regular day(s) for summer months. Occasional weekend work is needed to accommodate short trips. Performs other related work as required. Must be able to lift up to 50 pounds.

Supervision

Works under direct supervision of the COA Transportation Coordinator. Employee receives direct orders from supervisor who indicates the general work to be performed and outlines the transportation services to be provided. While the employee receives work instructions on the job, (s)he exercises independent judgment and initiative in the provision of transportation services

Job Environment

Work is performed out-of-doors in a variety of weather conditions. Typically driving the vans and helping passengers on and off along with proper buckling restraints. Driver makes regular contact with the public and the Council on Aging staff. Contact is by telephone, two way radio transmission and in person. Periodic mandatory training and vehicle maintenance requires out of town trips. Drug and alcohol pre-employment and random testing required.

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 a motor van vehicle and related equipment in a safe manner and provides assistance to passengers getting on or off the vehicle.

Maintains vehicle, making sure that fuel supply is adequate,

Transports elderly and disabled residents 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, on a daily schedule.

Minimum Recommended Qualifications:

Education and Experience

High School Degree or equivalent; 1 or more years driving experience, public carrier driving experience preferred, or any equivalent combination of education and experience.

Special Requirements

Valid Massachusetts Motor Vehicle Operator's License

CORI Certification

Pre-Employment Physical Examination

Successful completion of Post-Hire Training Classes arranged by COA

Transportation Coordinator

Knowledge, Ability and Skill

Knowledge: General working knowledge and skill in the operation and maintenance of a van 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 and the public.

Ability: Ability to interact in a positive and effective manner with employees and the 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 maintain effective staff and customer relations through tact and sensitivity to the elderly and disabled customers