

**Town of Tyngsborough, MA**  
**Position Description**

**Job Title:** Van Driver  
**Department:** Council on Aging  
**Reports to:** Director of Elder Services  
**Prepared Date:** Revised May 2016

**SUMMARY**

- Provide transportation services to elderly citizens as assigned or scheduled. Destinations may include: medical/dental offices, meal sites, social day care, food shopping, and public assistance. Take responsibility for the care and condition of the van.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provide transportation services as assigned or scheduled.

- Transport elderly citizens to and from various destinations such as medical/dental offices, meal sites, social day care, food shopping, and public assistance.
- Assist passengers in getting on and off the van by opening the doors, operating lift equipment as needed, and offering physical assistance to any passengers who need it.
- Be certain person has actually entered house, especially in winter.
- Assist with up to two bundles and/or packages, as appropriate.
- Collect fare/tickets/vouchers, as applicable, and turn donations in to supervisor/treasurer on a daily and/or weekly basis.
- Adhere to the driver/bus policy, including seat belt safety, as determined by van/bus coordinator (supervisor or COA Director acting as supervisor).
- 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; ensure that preventive maintenance is performed.
- Report deficiencies/problems with vehicle to supervisor as soon as practicable.
- Maintain the cleanliness of the vehicle at all times.
- Utilize/operate mobile communications system.
- Lock and secure vehicle at end of each day.
- Keep daily log of hours worked.
- Report all accidents regardless of severity immediately to the scheduler or director.
- Perform other related duties, as assigned.

**SUPERVISORY RESPONSIBILITIES**

None

**DESIRED MINIMUM QUALIFICATIONS**

- Class III license; Class II license (if appropriate).
- Good driving record (any combination of training and experience in motor vehicle operation).
- Courteous and sensitive to needs of elders.
- Knowledge of existing social services helpful.
- Willing to accept CPR training.
- Knowledge of streets/roads/community facilities.

- Ability to understand and follow oral instructions.
- Ability to establish and maintain effective working relationships with citizens, employees, town officials, and supervisor.
- Ability to perform duties with some latitude for individual judgment.
- Must be able to retain directions and operate lift equipment.
- Ability to maintain confidential and sensitive information.

### **TOOLS AND EQUIPMENT**

Van, handicapped lift equipment, cell phone.

### **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 the 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 required to drive a vehicle safely in communities throughout the region. The employee is required to assist passengers in getting on and off the van by opening the doors, and offering physical assistance to any passengers who need it. The employee is required to operate handicapped lift equipment, including assisting persons on and off the lift. The employee is occasionally required to lift light to medium weight bundles, boxes, or containers. The employee is required to sit, stand, see, talk, walk, and hear. The employee is required to use hands to operate, finger, handle or feel objects, tools or controls; and reach with hands and arms.

### **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.

The noise level in the work environment is usually moderate.

This is a part-time position with no benefits.

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