



POSITION DESCRIPTION

Position: Driver for Senior Transportation		Department: Senior Department	
Reports to: Senior Services Director/Executive Assistant		FLSA Status: Non-Exempt	
Location: Community Center	Division: Senior Services	Pay Grade: N/A	
Revised: 10/14/20	Last Reviewed: 10/14/20	Union: N/A	Status: Part-time

GENERAL PURPOSE

Performs a variety of routine and complex transportation work in driving a car or bus, coordinating transportation plans in support of senior adult programs.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Senior Services and direct supervision of the Executive Assistant.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Drives vehicles for various programs such as shopping, medical appointments, errands, field trips, etc.

Calls residents to schedule and coordinate rides for seniors and disabled residents utilizing the senior transportation service

Assists the senior services department to meet the transportation needs of seniors and disabled residents

Communicates daily with supervisor regarding the transportation program

Maintains necessary records and documents as needed

Performs safety inspections of vehicles and coordinates appropriate service for vehicles through established procedures

Maintains vehicles, including fueling, and cleaning of interior and exterior

Responds to public inquiries about the senior transportation program

Delivers Focus Hope & Commodity Food to homebound seniors as needed

Performs a variety of miscellaneous duties such as assisting in the office, running errands, picking up supplies, etc.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent
- (B) Any equivalent combination of education and experience that demonstrates the ability to do the job
- (C) Possess updated certificate in First Aid – CPR – AED or obtain certification within 3 months

Necessary Knowledge, Skills, and Abilities:

- (A) Thorough knowledge of traffic laws and defensive driving
- (B) Skill in operation of listed tools and equipment, to include wheelchair lift
- (C) Ability to safely drive a bus or van
- (D) Ability to communicate effectively with staff, riders and the public
- (E) Ability to read maps
- (F) General knowledge of city streets and outlying areas
- (H) Ability to read and write English
- (I) Ability to do basic mathematical computations
- (J) Ability to use smart phone and digital navigation

SPECIAL REQUIREMENTS

- Valid state driver's license
- Valid state driver's license with chauffeur's endorsement

TOOLS AND EQUIPMENT USED

- Senior transportation vehicles
- Communication equipment - cellular phones, mobile or portable radios, etc.

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 this 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 occasionally required to walk. The employee is frequently required to sit, and talk and hear. The employee is constantly required to use hands to finger, feel or operate vehicles, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee is frequently required to assist riders on and off vehicles and push wheelchairs on and off vehicle lifts.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities are required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment, post offer medical examination, drug and alcohol exams; additional job related tests may be required.

The duties listed above 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.

The 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.

Approval: _____
Director of Senior Services

Approval: _____
City Manager

Approval: _____
Employee