



## 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: October 3, 2005	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): 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.

Coordinates rides with office 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

Schedules rides as directed by supervisor

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

Maintains vehicles, including fueling, and general 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.

### **PERIPHERAL DUTIES**

Serves as a member of various employee committees, as assigned

### **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.

Necessary Knowledge, Skills, and Abilities:

- (A) Thorough knowledge of traffic laws and defensive driving
- (B) Skill in operation of listed tools and equipment
- (C) Ability to safely drive a bus or car
- (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

### **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