

Town of Columbia/Beckish Senior Center

Job Description

Back up Van Driver – Per diem

General Definition of Duties:

Responsible for the safe and efficient operation of passenger service vehicles to transport seniors and disabled persons to medical appointments, shopping and various locations as part of the Town of Columbia's transportation program. Responsible for maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control. This position is a back up to the part time van driver.

Supervision:

Works under the direct supervision of the Director of Senior Services for the Town of Columbia.

Back Up Van Driver Job Functions:

- Backs up the part time Van driver on a per diem basis
- Reviews daily schedule and plans best routes for the safe and efficient transportation of seniors and adults with disabilities to and from their destinations
- Drives vehicle in a safe and timely fashion to transport riders to and from medical appointments, special trips, and other destinations
- Operates a van lift to transports persons with disabilities
- Completes a daily inspection report as required. Checks van fluid levels and assures that safety equipment is in proper working order
- Maintains watch over riders' well being while entering and exiting vehicle and during trips. Reports problems to Director of Senior Services
- Drives vehicle to and from destinations in a safe manner. Adjusts driving to road conditions, weather and other hazards
- Maintains communications with Dispatcher and Director of Senior Services
- While performing Back Up Van Driver duties, the employee will be working in outdoor weather conditions

Knowledge, Skills and Abilities:

- General knowledge of public transportation programs
- Ability to formulate safe operational policies and procedures
- Ability to adhere to program standards and objectives outlined by the Director of Senior Services/Superiors
- Ability to establish and maintain effective working relationships with participants, associates and the general public
- Organized and competent with reports and schedules
- Capable of being sensitive to the needs of the elderly and disabled
- Possess knowledge of the Columbia roads and surrounding towns and have the ability to read maps and use navigation equipment
- Ability to communicate effectively both orally and in writing; strong multi tasking skills and organizational skills
- Thorough knowledge of the safe operation of a lift equipped vans
- Considerable knowledge of the typical destinations for special populations and best routes to follow

- Good knowledge of the basic maintenance required of a vehicle and the safety checks required before operation
- Considerable skill in operation of a van
- Considerable ability to make important driving decisions involving traffic and weather conditions
- Ability to receive and send communications via Mobile radio/cell phone- there is to be NO answering of cell phone while driving
- Ability to use Myseniorcenter.com software/scanner
- Ability to get in and out of the van on a consistent basis and handle and operate all van controls
- Ability to secure wheelchair tie-down system
- Ability to move and/or lift a wheelchair

Physical Requirements:

The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is medium work requiring the exertion of 50lbs of force occasionally, up to 20lbs of force frequently, and up to 10lbs of force constantly to move objects
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and respective motions
- Vocal communication is required, depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- The worker is not subject to adverse environmental conditions

Special Requirements:

- Must have a valid Connecticut Public Service license Endorsement
- Ability to pass a criminal background check and drug/alcohol test made prior to hire
- Drivers may be required to take an annual driving test – must have clean driving history
- CPR, AED and First Aid certification attainable within one year of employment

Education and Experience:

- High School Graduate or Equivalent and one or more years driving experience
- Familiar or experienced with the needs of an aging population and sensitive to their feelings, opinions and in some cases, physical limitations

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Columbia and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.