



## TOWN OF GROVELAND

Job Title: Van Driver

Department: Council on Aging      Supervisor: Council on Aging Director

Hours Worked: Part-Time, up to 13hours/week

Salary Range: \$15.42/hr      Date: March 31, 2022

### **General Responsibility**

Provide necessary and affordable transportation to elders. Rides are primarily for medical treatment at hospitals, physicians' offices and clinics. The driver will also transport elders to COA offices / Town Hall, social service centers, shopping, employment, recreational activities and other scheduled appointments. Day trips, within 1-1/2 hours of Groveland, will also be scheduled. Ability to navigate Boston required. The driver may be asked to assist client, when necessary, in and out of vehicle and to and from their door.

### **Supervision Received:**

Works under the general supervision of the Council on Aging Director.

### **Supervision Exercised:**

None.

### **Essential Functions**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)*

### **Duties**

- Adhere to the driving policy (include seat belt safety) as determined by the COA Director.
- Record and keep record of mileage and gasoline use.
- Keep a routine check of the vehicle (including but not limited to: tire, gas, oil, battery, water, direction signals, and seat belts)
- Report deficiencies / problem with vehicle to Director.
- Maintain the cleanliness of vehicle at all times.
- Keep daily log of hours worked
- Collect and account for donations.
- Be certain, on drop off, that client has actually entered their home.
- Assist with packages or groceries when needed.
- Destinations may include: medical, dental, Town Hall, social day care, food shopping, etc.
- Observe changes in habits and other abnormalities of the elder and report them to the COA Director.
- Lock and secure the vehicle at the end of each day and return key to Police Station dispatch window

- Other related duties as assigned.

**Knowledge, Ability, and Skills:**

Must have an aptitude for working with people; successfully communicating with patrons and staff. Must have organizational skills; ability to exercise judgment; ability to manage multiple tasks in a detailed and accurate manner.

Expected to have a professional appearance; have regular and punctual attendance; and possess a cheerful demeanor.

**Qualifications:**

C.O.R.I. (Criminal Offender Record Information) must be screened and approved.

Class D license

A history of good driving record.

Courteous and sensitive to the needs of elders

Willing to participate in MARTap driver training

Knowledge of area streets and roads as well as community facilities

Ability to drive into Boston for museum visits or other city destinations

Ability to understand and follow oral instructions

Ability to establish and maintain effective working relationships with peers and supervisors

Ability to perform duties with latitude for individual judgement

All drivers are subject to random testing for drugs and alcohol

**Special Requirements:**       None

**Non-Discrimination Clause:**

No individual shall be denied any rights guaranteed pursuant to local, state, and/or federal law on the basis of race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

**The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.**

**Updated March 2022**