

TOWN OF MARLBOROUGH
AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: PART-TIME SENIOR CENTER VAN DRIVER

JOB SUMMARY: The Van Driver is responsible for the safe operation of the service bus vehicle on an assigned schedule.

SUPERVISION RECEIVED: Receives specific assignments & direction from the Transportation Coordinator and functional direction from the Town Manager.

SUPERVISION EXERCISED: None

EXAMPLES OF ESSENTIAL DUTIES:

1. Operates the service vehicle on route as assigned by Transportation Coordinator.
2. The driver is responsible for meeting all clients at the outside door of the building that they are coming from, escorting them to the vehicle and escorting them to the outside door of the building they are going to.
3. Safety should be the primary concern of every driver. Driver must exercise extreme caution during the loading and unloading process of both ambulatory and wheelchair-bound passengers.
4. When necessary, may assist passengers with packages at no cost to passenger.
5. Keeps accurate records of operation of vehicle. Keeps to assigned stops except when instructed by the coordinator.
6. Drivers are responsible for maintaining safe passenger riding behavior and reporting any unsafe or dangerous behavior promptly to the coordinator. All drivers are required to wear seatbelts at all times when the vehicle is in motion. It is the drivers' responsibility to make sure that all passengers are wearing their seat belts.
7. Reports any problems with runs, timing and passengers to Coordinator.
8. As required by law, all drivers must visually inspect the vehicle, lights, brakes and safety equipment (this includes the wheelchair lift and all tie downs) prior to daily operation. Report any defect on the pre-trip slip and turn into the mechanic before leaving the yard. A post trip inspection is required upon your return to the yard if anything has changed with the vehicle since the pre-trip inspection. All drivers are responsible for knowing how to operate or use the necessary safety equipment while operating the vehicle. It is part of the pre-trip inspection to make sure all required safety equipment is on or in working order when the vehicles leave the yard.
9. Drivers are expected to conduct themselves in an appropriate and professional manner when interacting with officials, passengers, general public, co-workers and supervisors.
10. Drivers must follow all Federal, State, District and town laws, regulations, policies and procedures.

EXAMPLES OF INCIDENTAL DUTIES:

1. Clean inside of vehicle on a daily basis and outside of vehicle as needed. There will be no smoking, eating, or drinking inside of the vehicle.
2. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Ability to drive public service vehicles. Ability to read maps and locate destinations. Ability to fill gas tank, check oil, assess vehicle for routine maintenance problems. Ability to communicate by telephone to coordinator or Public Works Department. Ability to clean inside of vehicle. Ability to operate lift safely and secure wheelchair tie downs. Ability to cheerfully interact with passengers.

MINIMUM QUALIFICATIONS REQUIRED:

High School diploma or equivalent preferred. Over 21 years of age. Three (3) years of experience driving public service vehicles with a clean driving record. Ability to undertake essential functions of the job. Sensitivity to the needs of seniors and disabled persons. Ability to demonstrate defensive driving skills. Ability to locate destinations through reading maps or the use of GPS.

LICENSE OR CERTIFICATE:

A valid CT Motor Vehicle Driver's License and Class A/B Public Service License with Endorsement F, or the ability to acquire Endorsement F before hire.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS:

Sufficient stamina to clean outside of vehicle as needed and inside of vehicle on a daily basis. Strength and dexterity to operate mechanical lift. Continuous driving for moderate periods of time.