

TOWN OF CHESHIRE

POSITION DESCRIPTION

Position Title: Van Driver Classification: TH-2

Department: Senior & Transportation Services Date: 5-18-05

Position Objectives:

Under immediate supervision, to provide safe, dependable, and efficient transportation for Cheshire senior citizens and disabled residents driving a van or bus through the Town's transportation system.

Reporting Relationships:

Reports to: Director of Senior & Transportation Services/Municipal Agent

Supervises: None

Job Location and Equipment Used:

Primary location is van or bus assigned. Secondary location is Cheshire Senior Center. While performing the duties of the job, the employee occasionally works in outside weather conditions including wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud while in the field.

Equipment uses consists of vans and buses with automatic transmission, handicap lift with floor tie-down system, voice activated mobile communication system, and telephone.

Essential Functions:

1. Drives vehicles within Town's transportation system (van or bus) for various programs both in Cheshire and surrounding towns.
2. Assists passengers with packages and getting on and off vehicle including passengers using wheelchairs or walkers.
3. Secures all wheelchair passengers with appropriate restraining devices as provided on vehicles.
4. Maintains transportation vehicles including fueling, cleaning, daily safety checks, and routine service schedule.
5. Maintains an accurate accounting of transportation activities including passenger pick-ups, donations, gas purchases, and mileage.

6. Maintains communication with Senior Center to report changes in schedule and problems.
7. Performs office duties when not driving vehicle including answering phone, setting up tables and chairs, serving refreshments, and responding to public inquiries regarding transportation services or related programs at the Senior Center.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Desired Knowledge, Skills and Abilities:

1. Thorough knowledge of traffic laws and ability to safely drive a van or bus.
2. Ability to establish and maintain effective relationships with senior adults, disabled residents, employees, supervisors, program participants, and the general public.
3. Ability to read schedules and maps, talk and hear communications via mobile radio system, and get in and out of vehicle on a constant basis.
4. Ability to handle, feel, and operate all controls on vehicle.
5. Ability to climb or balance, stoop, kneel, push, or crouch in securing wheelchair tie-down system.
6. Ability to move and/or lift wheelchairs with passenger in it.
7. Ability to have close vision, distance vision, peripheral vision for safe driving techniques.

Desirable Experience and Training:

1. Graduation from high school or GED equivalent.
2. Valid Connecticut driver's license or ability to obtain one.
3. CDL or Bus Drivers License preferred.