



# Council on Aging Van Driver

Town of Boxborough, MA

## Position Purpose

The Council on Aging Van Driver transports Boxborough seniors and disabled citizens to/from various locations.

## Supervision Scope:

Work is not required to provide basic job instructions to others or control projects.

## Supervision Received:

Works under the administrative direction of the Council on Aging Coordinator and/or their designee. Responsibilities are performed in accordance with applicable Massachusetts General Laws, Town by-laws and the policies established by the Select Board.

## Supervision Given:

None

## Job Environment

Performs routine work of a very responsible nature requiring the exercise of considerable caution and safety when driving passengers to and from various locations.

## Distinguishing Characteristics

Work activities require the operation of the MART (Montachusett Area Regional Transit Authority) van with constant attention to safe operation of the vehicle and its handicapped access mechanisms. Scheduling for the van will be under the direction of the Council on Aging Coordinator. The driver must have a current Massachusetts driver's license and undergo training and certification as required by MART.

Current MART training includes first aid, CPR, wheelchair, car seat, pre-trip inspection, substance abuse, and blood borne pathogens. Also required are drug testing and a pre-employment physical scheduled by MART.

Errors could result in (some or considerable) delay and confusion, could have legal or monetary repercussions and could jeopardize Town programs.

Job Title: Council on Aging Van Driver

FLSA: Non-Exempt

Date voted by the Personnel Board: May 18, 2021

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## Examples of Work:

Transporting Boxborough seniors and disabled citizens to and from various destinations (such as, medical appointments, shopping, bank, dentist, hairdressers, library, pharmacies, Post Office, Town Hall and COA field trips).

Assisting passengers in and out of the van, particularly those with mobility impairment.

Schedules and coordinates all transportation requests. Plans daily route.

Providing prompt and courteous service for pickups.

Performs daily vehicle inspection noticing any problems or damage to catch potential problems; reports needed repairs.

Maintaining cleanliness of the vehicle at all times and filling the gas tank as needed. Fuel will be obtained from the DPW Highway Department fuel pumps.

Strictly adhering to posted speed limits, existing road conditions, and mandatory driving rules and regulations for the state.

Collecting fares as established by the Council on Aging and COA Coordinator and deposit in a collection box that is maintained in the van.

Responsible for submitting all receipts for tolls, parking, or other required incidentals plus the collection box and daily log to the Treasurer's Office at the end of each day's activity. If the Town Hall is closed, these items will be turned in to the Fire Department.

Submitting car keys to the Fire Department after completion of vehicle routes.

All other duties as assigned by the Council on Aging Coordinator and/or their designee.

## Recommended Minimum Qualifications

### Education, Training and Experience:

- High school graduate or equivalent
- Ability to interact effectively with seniors and disabled citizens

### Special Requirements Examples:

- Valid Massachusetts Class D Driver's License; Clean driving record
- Must be able to satisfactorily complete MART Training and Certification program

### Knowledge, Ability and Skills:

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*Knowledge:*

- Knowledge of traffic and safety rules, and accident prevention practices
- Familiarity with Boxborough area roads desirable

*Ability:*

- Establish effective working relationships
- Communicate effectively
- Plan, organize and prioritize work

*Skills:*

- Verbal, written, interpersonal skills
- Customer service
- Adapt to changing technology
- Specialized equipment

Physical Requirements:

Work requires sitting, talking, driving, and listening for extended periods.

While performing the duties of this job, the employee is required to handle or feel objects, tools or controls and reach with hands and arms.

Specific vision requirements include close vision, distance vision, color vision, depth perception and the ability to adjust focus in order to drive a vehicle. Requires manual dexterity in combination with eye-hand coordination for efficient operation of a van.

Must be able to physically assist seniors and disabled persons on and off the van and secure wheelchairs in the van.

*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.*

*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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.*

Position description received by: \_\_\_\_\_ Date: \_\_\_\_\_

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