

POSITION DESCRIPTION

VAN DRIVER

Department: Recreation

Location: Community Recreation Center

GENERAL PURPOSE

Transports Active Older Adults to and from the Jefferson Community Recreation Center on a daily basis. Provides transportation for Active Older Adults for medical, banking, shopping, or other approved trips and appointments. Drives the Community Center Van to various other events and locations as scheduled.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works cooperatively with Senior Center Coordinator and other Center Personnel to schedule Senior Transportation.
- Keeps all records and figures necessary for the Senior Transportation Program and turns into Recreation/Parks Supervisor.
- Maintains van, including care and cleaning.
- Reports vehicle problems/needs for maintenance to the Supervisor in a timely manner.
- Turns in donations collected from participants on a daily basis.
- Attends training sessions, workshops, and other meetings pertinent to the job.
- Maintains current/daily travel routes for transportation, medical, banking, shopping and other approved trips and appointments.
- Knowledge of van operations and ability to complete route on schedule.
- Ability to organize workload as to its priority and utilize time as efficiently as possible.
- General housekeeping, room set up and tear down as needed.
- Ability to work with all personnel in Center and AOA passengers.
- Ability to prepare clear and accurate reports.
- Drive Community Center or rental Van to various other events and locations as scheduled.
- Performs other duties as assigned.

PERIPHERAL DUTIES

Occasionally may be required to assist at the front desk, help with rental setup and tear down, and clean up duties at the center.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent.
- (B) Posses and maintain valid Ohio Driver's License and a good driving record.

Necessary Knowledge, Skills and Abilities:

- (A) Skill in operation of listed tools and equipment.
- (B) Perform duties accurately; effectively meet and deal with the public; read, write and communicate effectively using the English language.
- (C) Must pass required background checks.

SPECIAL REQUIREMENTS

CPR and First Aid Certification Necessary

Ability to pass a defensive driving course and operate a handicap lift.

TOOLS AND EQUIPMENT USED

Telephone system; copy machine, and other office equipment; vehicle safety check list and tools required to complete the testing; equipment and tools needed to produce the required log book and reports.

PHYSICAL DEMANDS

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.

This Multi – function facility including program areas requires a high level of contact with members and the community.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, equipment, or controls; and reach with hands and arms.

The employee must lift and/or move up to 50 pounds on a repetitive basis and occasionally 90 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Will be required to attend meetings and activities outside of the handicapped assessable building that may not be handicap accessible.

The noise level in the work environment is usually quiet; however the environment may range from quiet to noisy in a very short period of time.

SELECTION GUIDELINES

Formal application, review of education and experience to determine Knowledge, Skills and Abilities; oral interview and reference check; job related tests may be required.

DISCLAIMER:

The 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 requirements of the job change.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position classification. It is not intended to be constructed as an exhaustive list of responsibilities, duties and/or skills required of personnel so classified. Employees are required to perform duties assigned by their supervisor.

Employee _____
Date _____

Supervisor _____
Date _____