



## JOB DESCRIPTION

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**JOB TITLE:** PART-TIME SENIOR TRANSPORTATION DRIVER  
**DEPARTMENT:** Senior, Youth & Leisure Services  
**REPORTS TO:** Director, Senior, Youth & Leisure Services  
**GRADE LEVEL:** 2  
**STATUS:** P/T, Regular, Non-Exempt  
**HOURS/WEEK:** Varies; 5-25 hrs; may be per diem

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### 1. **SUMMARY**

Responsible for providing senior and disabled residents with transportation to and from locations predominantly in town. On occasion transportation is outside of town. Insures that the vehicles used for the transportation system are maintained and in good working order.

Work is performed under general direction of the Director of Senior, Youth and Leisure Services.

### 2. **SUPERVISORY RESPONSIBILITIES**

The position does not have supervisory responsibilities.

### 3. **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Office       Other – Explain:

Driving vehicles in all types of outdoor weather and road conditions. Involves repetitive up and down motions, assisting residents with different weight and mobility factors, strapping in and securing residents with wheelchairs and lifting packages. Sitting for long periods of time may be required.

- Frequently required to stand, walk, talk, hear, sit, twist, bend and balance.
- Occasionally required to crouch and kneel.
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
- Visual abilities include close vision, distance vision, peripheral vision, color visions and the ability to adjust focus.
- Frequently must lift, move and carry up to 25 pounds and occasionally up to 50 pounds.

### 4. **ESSENTIAL FUNCTIONS**

*The duties listed below 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 this position.*

- Drives vehicles for various programs such as shopping, medical appointments, errands, field trips, etc.

- Maintains necessary records and documents as needed: time cards, mileage reports, etc. Performs a pre-operative safety inspection of vehicles each day. Reports any problems to Director Senior and Adult Enrichment. Coordinates appropriate service of vehicles through established procedures.
- Responsible for maintenance of vehicles including fueling and other fluids, air pressure in tires, bulbs and general cleaning of interior and exterior of vehicles.
- Assists residents on and off vehicle and with packages as needed.
- Operates wheelchair lift for non-ambulatory citizens.
- Immediately notifies Director of Senior, Youth & Leisure Services on incidents that occur while operating the vehicles. Assists in filling out all medical reports and property damage incident reports within 24 hours of incident.
- Attends any in-service and educational training sessions as required.
- Promotes and ensures respectful and courteous customer service practices.
- Responds to public inquiries about the senior transportation program.
- Performs a variety of miscellaneous duties such as assisting in the office, running errands, picking up supplies, making deliveries, etc.
- On days vehicle is out of service due to weather conditions assignment of other duties shall be made.
- Performs additional duties as assigned by management.

## **5. KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and ability to operate a modern bus under varying road, traffic, and weather conditions.
- Knowledge of highway safety principles and of state and municipal traffic laws and regulations.
- Knowledge of township streets.
- Knowledge of the principal parts of a bus, of the common indications of their malfunction and of the proper methods of preventive maintenance.
- Knowledge of minor repair procedures which can be done without recourse to the repair shop.
- Ability to make periodic safety checks of the bus being operated, to check the function of the brakes, condition of tires, exhaust system, drive train, suspension, lights, wipers, horn, exit doors, and allied equipment.
- Ability to make minor adjustments and repairs to bus, to change and repair tires tubes, to check and replenish gasoline, oil, and radiator and battery water, and to keep the vehicle in clean and safe running condition and available for immediate use.
- Ability to communicate effectively with staff, riders and the public.
- A good driving record is required.
- Some knowledge of the special needs of senior citizens and disabled persons.
- Ability to assist with the loading and unloading of senior citizen passengers as required.
- Ability to use a mobile or two-way radio.
- Ability to remain calm in adverse weather conditions, traffic conditions, and when dealing with irate or disorderly passengers.
- Ability to keep simple records and perform basic clerical duties.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the Township.
- Ability to provide excellent customer service.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.

- Ability to establish and maintain effective positive working relationships with co-workers, supervisors, officials, and the general public.

**6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

- Education Experience: Any combination of education and experience equivalent to graduation from high school with a minimum of six months of experience driving bus, van, etc. and transporting passengers.
- Special Requirements, Licensing &/or Certifications: Ability to physically assist senior citizen passengers in and out of the bus, as needed. Requires possession of a valid state CDL license with passenger endorsement.

**7. ACKNOWLEDGEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to constitute an exhaustive list of all responsibilities, duties, and skills required of employees classified in this job.

I have reviewed and understand the above Job Description.

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Employee Name (Please Print)

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Employee Signature

Date