

Town of Berlin

Position Description

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| Title: COA Van Driver | Reports to: COA Director |
| Department: Council on Aging - 541 | FLSA Status: Part-time hourly, non-exempt |

**Summary**:

This is a Part-time non-benefitted position, driving a van for the safe transport of elderly and disabled citizens according to per-diem schedule assigned by the Berlin Council on Aging Director. Travel will be to various destinations in Berlin and nearby communities. This position will report to the Director.

**Duties**:

Duties include:

* Safely and punctually transporting elderly and disabled citizens in a wheelchair van to medical appointments, shopping, bank, dentist, hairdressers, library, pharmacies, Post Office, Town Hall and COA field trips as assigned.
* Ability to follow a routing schedule and navigate roadways safely in all weather conditions by strict adherence to speed limits and compliance with motor vehicle laws, including coming to a complete stop at all railroad crossings.
* Interacting with elderly and disabled passengers with courtesy and respect.
* Making daily pre-operation safety checks of all operating equipment and reporting any issues to the Director for the purpose of repair.
* Occasional lifting and/ or moving associated with assisting passengers in and out of the van, including the loading and unloading of wheelchair passengers with mobility impairment.
* Keeping a daily log of passengers, times, locations, mileage, and fuel.
* Report accidents or incidents, of any nature, relative to vans or passengers.
* Driver will check that all passengers have secured their seat belts.
* Driver will collect fares as established by the COA and deposit in a cash box that is maintained in the van.
* Driver will wear a seat belt at all times when driving.
* Driver will be on time for pickups barring exceptional circumstances.
* Driver will be responsible to see that all receipts for tolls, parking, or other required incidentals plus the cash box and daily log will be turned in to the Director’s Office at the end of each day’s activity.
* Other duties as directed or required by the Director.

**Requirements:**

* High School graduate or equivalent.
* A valid Massachusetts driver license and evidence of a safe-driving record as generated by the Registry of Motor Vehicles.
* Satisfactory CORI check.
* Random drug testing.
* Patience in assisting elderly and/or disabled persons.
* Willingness to take wheelchair training and other courses at the discretion of the Director.
* Familiarity with roadways of Berlin and surrounding communities.
* Must be able to physically assist seniors and disabled persons on and off the van and secure wheelchairs in the van.

**Hourly wage:**

* Grade IV on the Personnel Classification Spreadsheet.

Approved by the Personnel Committee 7/17/2019

Approved by the Council on Aging 9/24/2019

Approved by the Board of Selectmen 9/30/2019