



**TOWN OF TOWNSEND  
COUNCIL ON AGING  
VAN DRIVER**

Part-Time  
1-19hrs/week  
Grade A, Step 6  
Non-Union

**DEFINITION**

Administration and coordination of transportation services associated with the Town's elderly and disabled residents.

**ESSENTIAL FUNCTIONS**

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Provides elderly and disabled residents with the transportation they need to ensure they are treated with dignity, respect, and patience.
- Assists clients in getting to and from various destinations such as medical offices, stores, banks, etc. Providing additional assistance to passengers using wheelchairs, walkers, and canes.
- Cleans the senior center van.
- Calls passengers to establish pick up times.
- Drives the senior center van.

**SUPERVISION RECEIVED**

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

**SUPERVISION EXERCISED**

None.

**JUDGMENT AND COMPLEXITY**

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgement is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers, vendors, and the public involving frequent explanation, discussion, or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan, or coordinate work efforts or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative, or uninformed persons.

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent or an apprentice level in the trades, and 2-3 years of driving experience. Must have a Class D Driver's License and satisfactory driving record.

**KNOWLEDGE, ABILITY, AND SKILLS**

The Van Driver must have knowledge of the local area and/or the ability to use a GPS. Must have a comfort level and the ability to appropriately communicate with the elderly and those with special needs. Must be in physical condition to pass a pre-employment physical and drug screen in accordance with LRTA regulations.

**WORK ENVIRONMENT**

Work is performed in both an office setting and driving a multi-person van. Working conditions involve occasional exposure to unpleasant elements such as inclement weather, odors, dust, smoke, heat, cold, oil, dirt, or grease. Includes work under typical driving conditions, and work which is suspended when weather conditions are poor.

**PHYSICAL, MOTOR, AND VISUAL SKILLS****Physical Skills**

The work involves sitting, standing, walking, and stooping. May be required to provide medical transportation assistance, lift objects such as files, boxes of papers, office supplies, and equipment weighing up to 30 pounds.

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require motor skills for activities such as moving objects, using equipment, including, but not limited to accessible lifts, telephones, personal computers, handheld technology, and other office equipment.

**Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.