

Town of Hadley
Council on Aging
Van Driver Job Description

Position Title:	Van Driver	Grade Level:	Grade 4, \$15.30/hr.
Department:	Council on Aging	Date Revised:	June 15, 2020
Reports to:	COA Director	FLSA Status:	Non-Exempt

Statement of Duties

The Hadley COA van driver drives the Council's wheelchair accessible van, picks up passengers (Hadley residents who are 60 and older), drops them off to various destinations in Hadley, Amherst, Northampton, and Hatfield, and provides return trips home.

Qualified drivers must complete a series of MA Dept. of Transportation courses (offered online and in person), be certified in CPR and First Aid, and pass a CORI background check.

Drivers must be comfortable using a hands-free, mounted smart phone to be in communication with the HCOA transportation coordinator, be willing to help passengers use the wheelchair lift to board the van when needed, and be willing to help those passengers who need it buckle into their seats and secure their wheelchairs.

Occasional close contact with passengers is required. Drivers must also sanitize the van between trips according to a provided protocol, clear the van of snow and ice when needed, refuel at the Hadley DPW, monitor and refill fluids, and be aware of basic maintenance requirements like oil changes and yearly inspections. Good communication skills, patience, and kindness are required. Mask wearing is required during COVID-19 pandemic; all needed PPE will be provided. Must be able to help passengers load and secure groceries.

Schedule is 9:00 AM-1:00 PM, Monday, Wednesday, and Friday, with the chance for expanded hours should the transportation program increase to five days a week.

Requirements: Class D Driver's license; confidence driving a large vehicle; patience working with a vulnerable population; ability to lift at least 25 pounds.

Supervision Required:

General supervision and direction under the Director and Transportation Coordinator. Must be able to exercise independent judgement, and safe driving practices.

Supervisory Responsibility:

The employee is not responsible for the supervision of other employees must have the skills and acumen to control passenger's entry and exit of vehicle safely and obtain general compliance with policies and procedures.

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Confidentiality:

The employee must exercise absolute discretion. May overhear personal conversations, have knowledge of people's addresses, or drop clients off to medical appointments. The employee cannot divulge sensitive information.

Judgement:

Must exercise sound judgement in driving practices. Must be able to handle emergency situations. May be required to administer first aid or CPR.

Complexity:

Work is minimal in complexity. May be required to perform general vehicle inspections, fill gas tank, and other responsibilities associated with vehicle operation.

Work Environment:

Work environment is generally comfortable. May have brief exposure to the elements while assisting passengers or loading and unloading cargo.

Accountability:

Employee must be accountable for town property and funds, including but not limited to fuel cards, van and cell phone.

Occupational Risk:

Overall low, but failure in judgement or procedure could cause life threatening/ending injuries in a collision.