

**JOB TITLE:** Van Driver

**PT/1**

**DEPARTMENT:** Public Transit, Hart County

**JOB SUMMARY:** This position is responsible for driving a van to transport senior citizens and the general public.

**MAJOR DUTIES:**

- o Operates a van to pick up and transport citizens to various locations throughout the county.
- o May pick up and delivers meals for home-bound citizens.
- o Performs preventive maintenance on the vans, including oiling and fueling, checking for repair needs, and driving vans to the service shop.
- o Maintains trip record, mileage and preventive maintenance logs; prepares monthly transportation reports.
- o Accepts money from patrons; maintains records of same.
- o Assists with meal preparation and packaging.
- o Provides transportation to citizens for trips to such locations as medical appointments, shopping centers, jobs, and recreational activities.
- o Assists patrons with getting on and off the transit van; assures that wheelchair-bound patrons are properly secured.
- o Answers telephones.
- o Assists patrons with personal needs.
- o May assist with the coordination of transportation activities with other social service agencies.
- o May assist with the daily cleaning of the center.
- o Delivers meals in the absence of volunteers.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of state and county traffic and safety rules and regulations.
- o Knowledge of the geography and road system of the county.
- o Knowledge of cardio-pulmonary resuscitation techniques.
- o Skill in interpersonal relations.
- o Skill in driving a van.
- o Skill in maintaining records.
- o Skill in conducting preventive maintenance checks for vehicles.
- o Skill in verbal, written, and interpersonal communication.

**SUPERVISORY CONTROLS:** The Senior Center Director assigns work in terms of somewhat general instructions. The work is reviewed in progress and upon completion for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state and local traffic laws and supervisory instructions. These guidelines are clear and specific, but may require some interpretation in application.

**COMPLEXITY:** This position consists of related tasks in operating a van.

**SCOPE AND EFFECT:** The purpose of this position is to provide transportation services to county citizens. Successful performance helps ensure the successful delivery of transit services.

**PERSONAL CONTACTS:** Contacts are typically with program participants, co-workers, various medical personnel, utility company personnel, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed with the employee sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light objects and occasionally lift heavy objects.

**WORK ENVIRONMENT:** The work is typically performed in a van and at the center. The employee is exposed to occasional inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.**

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform basic mathematical calculations.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.