



**City of Newburyport  
Council on Aging  
Per-Diem  
Van Driver  
Job Description**

**Position Purpose:**

The purpose of this position are to be responsible for the safe and efficient operation of 14 passenger or smaller bus/van to transport older and disabled adults to medical appointments, financial institutions, stores, and various locations as part of the Newburyport Council on Aging's Transportation Program. A Per Diem Bus/Van Driver is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. A Per Diem Bus/Van Driver will work on an as needed basis up to 35 hours/week when other Driver(s) is unavailable or when demand is high.

**Supervision:**

*Supervision Scope:* Performs varied duties to assure that clients are safely picked up and returned and conducts routine vehicle checks to verify the vehicle is fit for service; requires the exercise of judgment and initiative to accomplish competent transportation services; works independently and in combination with others

*Supervision Received:* Works under the general direction of the Council on Aging Director and Transportation Manager; follows established department general and special orders; detailed instructions, rules, regulations, policies and procedures

*Supervision Given:* None.

**Job Environment:**

Work is performed in a small bus/van, along walkways and field locations; noise levels are moderate; Position entails driving, carrying packages and assisting clients; work is performed inside and out-of-doors in all weather conditions including seasonal extremes of hot and cold; during a public health emergency, the driver may be required to provide service with safety protocols in place.

Requires the operation of 14 passenger bus/van or smaller and power wheelchair lift and a mobile scanner to track ridership.

Makes frequent contacts with the general public, specifically older and disabled adults who use the Transportation Program, Council of Aging Staff to receive instructions while in the field and possibly first responders when out in the field; most contacts are face to face or on the phone to confirm appointments.

**Essential Functions:** *(The essential functions or 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 the position.)*

- Provides curb-to-curb service around Newburyport to older and disabled adults and their care-partners if needed
- Ensures that passengers safely board the bus/van and are seated and secured; transports clients to various destinations, including but not limited to, medical offices and buildings, financial institutions, retail and grocery stores, barbers/stylists, the Senior/Community Center, and other municipal buildings in Newburyport
- Operates and checks vehicle, especially the lift mechanism
- Operates lift equipment on accessible vehicles to load clients safely into the vehicle
- Works with Transportation Manager to maintain a daily log of ridership
- Calmly addresses passenger emergencies that may arise; submits accident or injury report as required
- During a public health emergency, must enforce safety measures such as mask-wearing and social distancing
- Provides excellent customer service and promotes a positive atmosphere at all times

**Other Functions:**

- Performs similar or related work as required or as the situation dictates
- Performs reasonable tasks requested by the Transportation Manager or Council on Aging Director

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Must have a High School Diploma or GED with more than 1 year of bus/van driving experience preferred or any equivalent combination of education, experience, and training. All employment offers are conditional upon passing a reference and Criminal Offender Record Information (CORI) check and proof of a true and attested public driving record from the RM

**Special Requirements:**

Must have a valid RMV license **(CDL PERFERRED)**

Must be CPR certified. (May earn certifications within 6 months of hire)

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the safe practices of driving a 14 passenger bus/van and mini-van with passengers; knowledge of basic emergency services to assist passengers; basic knowledge of vehicle maintenance to know when vehicle repairs and servicing are recommended.

*Ability:* Must be able to follow written and oral instruction; ability to work with older and disabled adults; Must be courteous and helpful; Must be able to read and follow safety procedures; ability to drive for long hours; ability to learn how to operate wheelchair lift equipment; ability to learn how to operate mobile scanner to track ridership; ability to exercise flexibility as schedule changes; ability to work efficiently and effectively with minimal supervision

*Skill:* Skill in driving a minivan and 14 passenger bus/van, operating a chair lift, and working with at-risk individual and vulnerable populations.

**Errors and Omissions:**

Errors can result in injury/death to clients, damages to the vehicle, and liability for the Town.

**Physical and Mental Requirements:**

While performing the functions of this job, the employee is required to sit, stand, and walk for extended periods; may come in contact with toxic fumes and risk of electrical shock; is frequently required to talk and listen; climb stairs, uses hands to handle, or feel objects, or controls; reaches with hands and arms; kneels and bends to work on equipment; specific vision abilities required include close, color and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle accurately and efficiently; ability to frequently move up to 30 lbs.; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by mutual agreement between the Union and the employer as the needs of the employer and requirements of the job change.)*