

City of Oregon City

Position Description

Position: Senior Center Van Driver	AFSCME - Represented
Department: Senior Center	FLSA: Non-exempt
Reports to: Senior Center Supervisor	Salary Grade: 15

Summary

Drives a passenger van or equivalent vehicle to transport senior citizen patrons between locations using an established schedule and on special trips by dispatch or prior arrangement

Distinguishing Career Features

The Driver has a current drivers license and has completed additional training and approval required by contract partners (Ride Connection). Advancement potential exists from Driver to other positions based on need and incumbent qualifications.

Essential Duties and Responsibilities

- Drives a passenger van or equivalent over designated routes and established time schedules, picking up and discharging senior citizens, or, may drive for special events. May escort senior citizens across streets and roadways when necessary. Ensures passenger safety and observes guidelines for bus capacity.
- Inspects van prior to operation for safety compliance. Cleans windshields and headlights. Cleans interior and exterior of vans as directed, including, but not limited to, picking up debris, cleaning the floor, and wiping and cleaning upholstery.
- Cleans van using body fluid kit if rider becomes sick or incontinent.
- Services van with fuel, oil and other fluids. May be required to inspect and replace common accessories, and perform other vehicle servicing requiring similar skill and ability level.
- Will provide physical assistance to frail passengers using wheel chairs and walkers.
- Identifies and reports problems or equipment malfunctions. Initiates work order requests, describing the problem or circumstance.
- Completes accurate trip records as required by State laws and policies. Files accident or incident reports. May be required to perform first aid or emergency assistance.
- Attends courses and meetings that contribute to continuing driver education.
- Transports mail and other documents to and from City offices.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a working knowledge and understanding of safe driving practices. Requires a basic knowledge of the operating and mechanical characteristics of a passenger van. Must have a basic understanding of State laws, rules and regulations pertaining to passenger van operations and transportation of personnel. Must know and understand how to apply first aid practices. Requires sufficient reading and writing skills to prepare logs and reports following established formats. Requires sufficient communication skills to maintain harmony within a work team and with customers.

▪ **Abilities**

Requires the ability to perform all of the duties of the position with minimal supervision. Must be able to drive a school or commercial bus safely and efficiently while keeping to well-established schedules. Requires the ability to read and understand laws, rules, regulations and procedures for safe passenger van operation and inspection. Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain the assigned vehicle in clean and safe operating condition. Must administer be able to learn, become certified, and apply first aid. Must be able to learn City street layouts and designated routes, including stops and traffic hazards. Must be able to perform routine, repetitive tasks, on a continuous basis and to sit for prolonged periods of time. Requires the ability to maintain required records.

▪ **Physical Abilities**

Incumbent must be able to function in a vehicle and outdoors engaged in work of an moderately active nature. Requires arm-hand and leg-foot dexterity to drive a passenger van. Requires visual acuity including depth perception to observe moving objects. Requires the ability to sit for extended periods of time as well as stooping, squatting, lifting, carrying, pushing and climbing. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to customers. Requires the ability to lift passenger ambulatory aids such as wheel chairs onto platforms. Requires ability to lift fifty (50) pounds. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions.

▪ **Education and Experience**

The position requires a High School diploma or the equivalent and successful completion of the necessary classroom instruction related to skills and safety requirements for driving a passenger van. Requires the ability to pass a criminal background check.

▪ **Licenses and Certificates**

Requires valid Driver's License with good driving record, valid ARC First Aid Certificate and completion of Ride Share Training certificates from contracting partner.

▪ **Working Conditions**

Work is performed primarily in a motor vehicle with travel on main highway, side streets and rural roads during business travel, including occasional evenings and weekends. Some exposure to adverse weather conditions. Work involves infrequent exposure to blood, bodily fluids or tissues.