



LEONARD E. SIMMONS
SENIOR MULTI-SERVICE CENTER
Middleborough Council on Aging
558 Plymouth Street, Middleborough, MA 02346

Holly Begley

Executive Director

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Posting Date: August 8, 2022

JOB DESCRIPTION: VAN/BUS DRIVER

- 25 hour position with benefits
- Possession of a Massachusetts Commercial Driver's License (CDL) including an endorsement for the operation of passenger transport vehicles.
- Starting Wage of \$16.85 per hour

GENERAL DESCRIPTION:

Under direct supervision of the Dispatcher on duty (or in his/her absence, the Assistant to the Executive Director), transports elderly and disabled persons and COA volunteers on GATRA (Greater Attleboro and Taunton Regional Transit Authority) and COA vehicles, transports home delivered meals and other supplies and performs related duties such as vehicle maintenance and cleaning and recordkeeping.

DUTIES/RESPONSIBILITIES:

- Provides transportation for elderly, disabled and/ or physically challenged persons and volunteers to Senior Multi-Service Center programs and activities, medical appointments, shopping trips, recreation activities, education and training sites and other assigned trips.
- Under some circumstances, may transport school children and other special populations.
- Transports home delivered meals and other supplies on COA delivery vehicles, as assigned.
- Maintains a safe driving environment for COA passengers at all times.
- Assumes passenger compliance at all times with seat belt and other safety measures required by law
- Assists passengers to safely enter and leave the bus or van.
- Maintains ongoing radio contact with the COA dispatcher when on the road.
- Immediately reports any passenger complaints, accidents, injuries, damage to the vehicle and other unusual occurrences to the Dispatcher or Assistant to the Executive Director.

JOB DESCRIPTION, VAN/BUS DRIVER

- Maintains interior and exterior of their assigned vehicle(s) in clean condition.
- Conducts appropriate pre-trip inspections to ensure safe operation of vehicles and presence of safety equipment.
- Checks engine oil and other fluid levels and air pressure in tires.

- In collaboration with the Dispatcher, assures that assigned vehicles receive periodic repair and maintenance checks.
- Maintains all required records and statistics.
- Assumes responsibility for enforcing the “no smoking” policy on GATRA and COA passenger vans and buses at all times.
- Observes highest possible level of confidentiality for all individuals served by the COA.
- Assumes other related duties as circumstances may require as determined by the Executive Director or, in his/her absence, by the Assistant to the Executive Director.

EDUCATION/QUALIFICATIONS

- High School graduation and a minimum of three years experience in transporting passengers (preferably involving work with senior citizens) or a combination of education and experience deemed equivalent to this.
- Possession of a Massachusetts Commercial Drivers License including an endorsement for the operation of passenger transport vehicles.
- Health status and lifting ability consistent with the need to provide assistance to elderly and disabled persons in wheelchairs who require help in entering and leaving COA buses and vans.
- Willingness to undergo a vision test and examination by a licensed physician at the time of hiring and any time after hiring to assure a level of health and visual acuity consistent with driving responsibilities.

QUALIFICATIONS

- Willingness to undergo random drug and alcohol screening tests, in compliance with Federal regulations.
- CPR certification or willingness to obtain this as a condition of hiring.
- Willingness to consider and respond positively, whenever feasible, to requests to perform scheduled overtime, evening, weekend and holiday duties.
- Willingness to work scheduled overtime, evening, weekend and holiday hours, if, in the judgment of the Executive Director, such assignments are needed.

CRITICAL KNOWLEDGE, ATTITUDE AND SKILLS

- Ability to relate well to elderly persons and volunteers.
- Maturity of judgment, as exemplified by an ongoing concern for the safety and general wellbeing of COA passengers.
- Strong desire to function as a member of a team with other COA staff members to assure that the transportation program functions efficiently and effectively in all its aspects.
- Good sense of humor.
- Willingness to work irregular hours.

Posting Closes: August 19, 2022, 4:30 PM

Pursuant to Federal Regulations 51.55 (e) (k) (6), the Town of Middleborough does not discriminate on the basis of handicapped status in admission or access to or treatment in its programs and activities.