

POSITION DESCRIPTION

Position: Senior Van Driver

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Follow rules and directives specified by the Senior Programming and Community Recreation Director and/or Assistant Senior Programming Director, which have been approved by the City Committee on Aging.
- 2) Provide rides to any senior or handicapped person(s) of any age living in Berlin or a five-mile radius thereof. Medical needs are to be given top priority and may include transportation anywhere within the State of Wisconsin with direct approval from the Senior Programming and Community Recreation Director.
- 3) Senior van transportation is strictly non-medical. There will be no transport of emergency-care clients.
- 4) All passengers shall be transported with proper seat belting affixed and/or wheel-locking of wheelchairs. Passengers in wheelchairs must have all belts properly fastened. If any passenger refuses to be properly seat belted in, drivers will not be able to transport the passenger. Drivers shall then make note of this in their logs.
- 5) Drivers may assist senior or handicapped person(s) with shopping and/or medical delivery needs. Provide any help needed by individuals boarding and un-boarding the van, walking, and/or carrying supplies.
- 6) Drivers will take no tips, only gas donations.
- 7) An accurate daily count of riders and stops is to be maintained with the office.
- 8) Drivers may make a decision not to operate the van if weather conditions prove to be unsafe to the passengers.
- 9) Each driver is responsible for daily general up keep of the van such as cleaning, being responsible for checking van for mechanical up keep and making garage repair arrangements after notification to the Senior Programming and Community Recreation Director. This may include oil changes, greasing, lift care, etc. Drivers may make minor repairs as agreed upon by the Director.
- 10) Drivers are to attend continuing education programming and meetings set forth by administration.
- 11) A valid driver's license is required. A yearly check of Drivers' records will be maintained. Any drug offenses and/or OWI offenses, drivers will face termination of employment.

- 12) Arrival and departure times for work will be dependent upon daily van appointments under the direction of the Senior Programming and Community Recreation Director.
- 13) Time allowed between van appointments may consist of viewing training materials, delivery of monthly calendars, working with the kitchen and office personnel or any work-related activities only. Drivers are to check in with the Director if any question arises concerning lag time between runs. Under no circumstances are drivers to do personal business between runs without prior approval of the Director.
- 14) Time sheets will include accurate times of homebound meal deliveries as well as work day arrival and departure times.