

Help Wanted: Veterans' Services hiring a van driver

POSITION: VAN DRIVER

LEVEL: GRADE 4 \$12.74 – \$17.88

DEPARTMENT: VETERANS

FUNCTION: The function of the Veterans' Services van driver is to ensure to safe and timely transportation of Veterans to the Providence VA Medical Center for medical appointments as well as the Providence VA Regional Benefits Office for benefit claims.

SUPERVISION RECEIVED: Works under the supervision of the Director of Veterans Services or his/her designee.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES & RESPONSIBILITIES: Adheres to driving policy including seat belt safety. Assists passengers on and off vehicle and ensures they have safely entered medical facility or house before leaving. Schedules travel time so clients arrive for appointments on time, and are picked up within a reasonable period after appointments are completed. Maintains contact with Dispatcher for changes or pick-up alerts. Collects donations from clients and submit to Principal Clerk daily if applicable.

Locks and secures vehicle when leaving unattended. Adheres to weekly work schedule. Keeps daily record of mileage, gasoline consumption, the number of passengers both scheduled and who actually driven, etc.

Responsible for upkeep, maintenance and cleanliness of vehicle. Reports deficiencies/problems immediately to the city garage as well the Director of Veterans' Services.

Upon return to New Bedford, if the van is clean and in working order but it is not time for the driver to leave work, the driver will report back to the Veterans' Services office to assist staff with miscellaneous tasks until the driver's shift is over.

QUALIFICATIONS: Must be able to safely and comfortably drive and operate a 14-16 passenger shuttle van. Must have knowledge of streets/roads and community medical facilities.

Must have ability to establish and maintain effective working relationships with peers and superiors. Must be able to perform duties with some latitude for individual judgment. Must have ability to operate lift equipment for 16 (B) 2 vehicle. Must be courteous and sensitive to needs of elders. Must have received CPR and First Aid Training. Bilingual preferred but not mandatory.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license and good driving record. Operates motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C. Driver must be certified in First Aid and CPR to maintain agreement with SRTA.

PHYSICAL AND ENVIRONMENTAL STANDARDS: Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.