

## **Town of Sudbury/Sudbury Senior Center**

### **Substitute Van Driver Posting**

The Sudbury Senior Center seeks substitute Van Drivers to transport Sudbury residents in handicapped accessible vans. Hours will be on an as needed basis, filling in for our regular drivers, or offering extended hours van service for special occasions in the evening.

Drivers must be, or willing to be, certified in CPR and first aid and willing to participate in required annual driver trainings. Pre-employment drug and alcohol testing is required. Experience with older adults and persons with disabilities is preferred. Being flexible, kind and compassionate is essential. Must pass CORI check and have a good driving record. Rate of pay is \$17.50/hour.

Please find an application at the Town of Sudbury website, at <https://sudbury.ma.us/hr/employment-application/>. Send completed application and resume to Debra Galloway, Director, Sudbury Senior Center, 40 Fairbank Road, Sudbury, MA 01776. Positions will be open until filled. See attached job description. EOE

## SUMMARY JOB DESCRIPTION

### SUDBURY SENIOR CENTER

### SUBSTITUTE VAN DRIVER

#### **Purpose of Position:**

To provide handicapped accessible van rides to local destinations for older adult residents  
handicapped residents of Sudbury.

Other Titles: Motor Equipment Operator, (Mini)-Bus Driver

#### DESCRIPTION OF DUTIES

PROVIDES TRANSPORTATION SERVICES ON A REGULAR BASIS (as assigned or scheduled):

- Adheres to the driving/bus policy (including seat belt safety) as determined by the COA Director;
- Follows schedule and route as determined by Lead Van Driver;
- Keeps a routine check on the vehicle (including, but not limited to: tires, gas, oil, battery, water, directional signals, seat belts): completes the Pre-Trip Checklist;
- Reports deficiencies/problems with vehicle to COA Director as soon as practicable;
- Maintains the cleanliness of the vehicle at all times;
- Assists passengers in getting on and off the van/mini-bus by opening the doors and offering physical assistance to any passengers who need it;
- Makes certain that passengers have actually entered their homes (especially in winter);
- Assists with up to two bundles and/or packages (as appropriate);
- Destinations may include: medical/dental, meal sites, the senior center, library, food shopping, banking, post office, hair dresser, barber, etc.;
- In an emergency, may deliver prescriptions to individual residences;
- Observes changes in behavior patterns and reports to the C.O.A. director;
- Utilizes/operates mobile communications system;
- Locks and secures vehicle at the end of each day;
- Performs other related duties, as assigned.

#### MINIMUM QUALIFICATIONS

- Class D license;
- Good driving record (any combination of training and experience in motor vehicle operation);
- Courteous and sensitive to needs of older adults;
- Knowledge of existing social services helpful;
- Willing to participate in mandated Van Driver training, on a scheduled basis\*;
- Willing to participate in CPR and First Aid training\*;
- Knowledge of streets/roads/community facilities;
- Ability to understand and follow oral instructions;

- Ability to establish and maintain effective working relationships with peers and supervisor;
- Ability to perform duties with little, if any, supervision;
- Ability to operate wheelchair lift equipment.
- Subject to CORI and RMV Driving check, as well as random drug testing

\*Van Drivers must maintain up-to-date training as required by Federal and State law.