



Town of Coventry, CT Job Description

Position: Senior Center Van/Bus Driver

Department: Human Services

Position Purpose: Provides comprehensive, efficient, and safe transportation for the Town's elderly and individuals with disabilities to and from the Coventry Senior Center and enrichment activities

Supervision:

- Received
 - Works under the supervision of the Human Services Administrator, with guidance from the Senior Center Coordinator and Transportation Coordinator

Essential Duties and Responsibilities:

- Operates handicap accessible van and/or bus with up to 14 passengers
- Complies with traffic laws and regulations to operate the vehicle in a safe manner
- Adheres to planned transportation schedules for passenger pickup times
- Maintains a clean and well-kept vehicle, reporting any maintenance issues as needed
- Maintains vehicle as required for inspections, exterior and interior detailing, and DMV registration
- Ensures passengers are safe and provided with assistance on and off the vehicle as needed
- Runs errands and provides general support to Senior Center staff
- Receive and carry out oral and written directions

Desired Minimum Qualifications:

- Education, Training, Experience
 - Must have valid State of Connecticut driver's license
 - Must acquire First Aid and CPR with AED certification within one (1) year of hiring
- Knowledge, Ability
 - Knowledge
 - Knowledge of motor vehicle operation and traffic laws
 - Knowledge of safety requirements pertaining to transportation
 - Ability
 - Ability to read and understand route directions
 - Ability to understand the needs of older adults
 - Considerable skills driving a minivan/bus preferred
 - Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public
 - Ability to communicate effectively orally and in writing

- **Physical Demands**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- The employee is required to assist elderly and disabled passengers with wheelchairs, walkers, canes; operate objects, tools or controls
- The employee must be able to sit/drive for long periods of time
- The employee is required to climb, balance, stoop, kneel, crouch, or crawl
- The employee must occasionally lift and/or move light to medium weight (25 pounds)
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

- **Tools and Equipment Used**

- Occasional operation of handicap accessible lift
- Vehicles as required to transport elderly or disabled passengers

- **Work Environment**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- The noise level while driving is usually quiet to moderate
- The employee is occasionally required to drive in poor weather conditions

The duties listed above are intended 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.