



CITY OF ALBANY SENIOR VAN DRIVER

Under general supervision, operates a van or bus to transport seniors to and from various destinations; assists passengers upon their entry and exit from van; oversees maintenance of vehicles; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

Class Characteristics

This is a single position classification, responsible for operating a van or bus to transport seniors to and from various destinations. Work is performed under general guidance and supervision.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, coordinates, and schedules trips for seniors.
- Operates a van and/or bus to transport seniors to and from various destinations.
- Assists passengers in boarding and exiting vehicles.
- Oversees maintenance of vehicles; cleans and maintains inside of vehicle; searches for articles left behind.
- Assists seniors with lifting and carrying groceries, and other parcels; assists seniors with wheelchairs and walkers.
- Assigns volunteers for trips; briefs staff and volunteers on details.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Prepares detailed reports on incidents or accidents as required.
- Performs related duties as assigned.

Knowledge of:

- Operational characteristics of assigned vehicles.
- Safe driving practices sufficient to recognize problems and take appropriate action.
- State laws, rules and regulations pertaining to van and/or bus operations and passenger transportation.
- Principles and procedures of vehicle maintenance and repair.
- Standard safety precautions.
- Principles and procedures of record keeping.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Safely operate passenger vehicles in accordance with applicable traffic laws.
- Maintain the assigned vehicle in clean and safe operating condition.

- Recognize malfunctions in equipment and take appropriate action.
- Observe all safety precautions and procedures.
- Work cooperatively and communicate with the public and employees in an enthusiastic and constructive manner.
- Understand and adhere to City policies and procedures.
- Schedule and coordinate volunteers.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade, and some experience in the operation of a van and/or bus, is preferred.

Licenses and Certifications

Possession of a valid Class B Commercial Driver's License, with passenger endorsement.

Physical Demands

Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; lift and/or move light to moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information

Environmental Elements

Employees work in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.

Positions in this classification require a willingness and ability to work flexible hours and occasional weekends.

Positions in this classification require the ability to see color.