

**Position: Van Driver**

**Reports To: Director**

**Employment Type: Part Time**

**Work Hours: Mon–Fri 8:00 AM–1:30 PM**

**Job Summary:**

The van/bus driver safely transports passengers to and from the Center. They will also transport to and from pre-scheduled designated trips to appointments, errands, and activities.

**Essential Functions:**

Transport passengers safely following the State of Texas Department of Safety rules and regulations.

Navigate the vehicle safely in all weather and traffic conditions, strictly adhering to federal, state and local traffic laws.

Perform routine cleaning on the vehicle assigned.

Assist passengers entering and leaving the vehicle, ensuring the step has been let down for safely entering and exiting.

Maintain proper records regarding mileage, fuel usage, number of passengers, and other trip records. Records are a vital part of this job.

Perform pre and post trip inspections.

Report, in writing, any mechanical concerns.

Assist in the dining room/kitchen with home delivered meals and during lunch hour as needed. This includes announcements, serving, home delivery, collection of empty containers of HDM as they return, gathering dinner plates, etc.

Plan a work schedule to be flexible and accommodate evening activities.

Assist in keeping the Center a welcoming and safe environment.

**Additional Responsibilities:**

Perform other duties as they may be assigned.

**Knowledge Skills and Abilities:**

A valid state issued driver's license with a clean driving record is required.

Ability to communicate effectively with the public, seniors, and co-workers of varied backgrounds.

Must have strong interpersonal skills and conflict management skills.

Neat in appearance.

Must be able to lift (40 pounds), bend, stoop, sit and stand as needed/required.

**Training and experience:**

Must complete and maintain the Food Handlers Certification and other training as required.

Must have basic office and computer skills.

Must maintain confidentiality.

Must adhere to all policies and procedures.

**Supervision:**

Works under the direct supervision of the Administrative Assistant and Director.

**Acknowledgement:**

I fully understand the above is my job description and understand the requirements and acknowledge that I have no restrictions. Should there be a change at any time of my ability or restrictions to arise, I am responsible for reporting the change to the Senior Center Director.

This job description may be amended and updated as job responsibilities change.

I have been provided with a copy of my job description, and I have been provided with a copy of the Scurry County Employment Policy and fully understand expectations and requirements. This includes pre-employment of background checks and regular background checks as required by the Texas Department of Health and Human Services.

Signed and dated: \_\_\_\_\_ Van Driver

Signed and dated: \_\_\_\_\_ Director