

**Town of Brewster, Massachusetts
Draft Job Description**

Position Title:	COA Driver	Proposed Grade Level:	II
Department	Council on Aging	Date:	2017
Reports to:	Council on Aging Director	FLSA Status	Non-Exempt

Statement of Duties: Employee provides for the safe and timely transportation of senior and/or disabled citizens to various locations throughout the Town of Brewster and other communities as scheduled. Employee provides assistance to patrons, as needed, while boarding and departing the department's vehicles. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the direct supervision of the Council on Aging Director where clear, detailed and specific instructions, department practices or regulations govern the work performed or are explained with each assignment. Questionable or unusual situations are referred to the supervisor for clarification and further instruction as necessary.

Supervisory Responsibility: The employee is not responsible for the regular supervision of other town employees.

Confidentiality: Employee does not have access to confidential information in accordance with the State Public Records law.

Judgment: Well defined or detailed rules, instructions and procedures cover all aspects of work. Judgment involves choosing between relatively clear and obvious options, referring complex situations and reporting problems to superiors.

Complexity: The work consists of routine or repetitive tasks and/or operations with few variations in well known or established procedures.

Work Environment: Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or traffic when transporting passengers.

Nature and Purpose of Relationship: Relationships are primarily with co-workers and the public incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contact with the public is required on a daily basis; employee is required to exercise patience and consideration while dealing with seniors.

Accountability: The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by back checking by others and slowdowns in the processing of the work. Employee errors could result in missed deadlines, adverse public relations, legal repercussions, personal injury, jeopardized programs, and danger to public health/safety.

Occupational Risk: Duties generally do not present occupational risk. Personal injury could

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occur, however, through employee failure to properly follow established safety precautions or procedures when operating the department's transportation vehicles. Examples of personal injury include bruises from falls, cuts, or muscular strains from lifting, pushing or carrying department equipment or work materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Employee is responsible for operating a multi-passenger vehicle to transport seniors to and from the Senior Center and other scheduled destinations as scheduled; receives daily schedule and routing from the dispatcher

Employee assists with the coordination and maintenance of a daily and weekly schedule including keeping a detailed log of transportation destinations and times.

Prepares and submits monthly vehicle use report for leased vehicles.

Employee assists passengers boarding and departing the vehicle.

Employee provides assistance to passengers with special needs, i.e. using a wheelchair.

Maintains cleanliness of a passenger vehicle and reports any operational deficiencies to Department Head.

Performs public information functions as assigned by the Director.

Performs all other duties as required.

Recommended Minimum Qualifications:

Education and Experience: Position requires a High School Diploma or equivalent, and a minimum of one (1) year of prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Employee must have a valid Motor Vehicle Driver's License. Employee is subject to passing random drug tests as administered by the Town. Employee must maintain acceptable personal Criminal Records History status and submit to CORI & SORI reviews. CPR certification is preferred.

Knowledge, Abilities and Skill

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Knowledge: Working knowledge of department and state multi-passenger vehicle driving rules, regulations, and operation; knowledge of the street layout of the town and key landmarks and the surrounding communities.

Abilities: To drive a multi passenger vehicle safely, be aware of surroundings, and assist passengers with special needs as required. Ability to accept and understand instructions.

Skills: Must have good interpersonal oral communication skills. Must be patient, considerate, and sensitive to the needs of elders and handicapped persons when operating the COA vehicles. Excellent driving skills.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is required to lift objects such as wheel chairs or grocery bags carried by passengers.

Motor Skills: Duties require the application of hand eye coordination with finger dexterity and motor coordination associated with the operation of a passenger vehicle.

Visual Skills: Employee is routinely required to read documents or road signs while operating a passenger vehicle for general understanding.