Town of Washington
Job Description – Senior Van Driver

Job Title: Senior Van Driver

Reports to: Recreation Director
First Selectman

Objective of the job:
Provide non-emergency transportation for senior citizens and disabled clients, including clients that utilize a wheelchair, for medical appointments, shopping and entertainment venues.

Essential Functions of the Job:
• Ability to operate a multi-passenger vehicle and follow all transportation laws and regulations.
• Perform a pre-trip inspection of the van before each trip including ensuring the vehicle has an adequate supply of gas for the trip.
• Maintain a record of each run and report any accidents.
• Immediately report any vehicle issues to the First Selectman and the Highway Dept.
• Ensure safety of client before, during and after trip including assisting clients with getting on and off the van.
• The ability of operate a wheelchair lift.

Knowledge, Skills and Abilities:
• Must possess CDL license with a Class F endorsement (taxi, livery, service bus).
• Pass and maintain a current DOT physical and acquire a medical card.
• Knowledge of and safe operation of a wheelchair lift.
• Ability to work with seniors.

Physical Demands:
• Sitting, bending, standing, stooping, kneeling and walking.
• Assist clients getting on and off the van.
• Assist clients with packages.

Preferred Education and Experience:
• At least two years’ experience working with seniors.
• At least two years’ experience operating a vehicle that requires a CDL license.
Travel:
• The van travels within and outside the Town of Washington depending on the needs of those requesting the use of the van.

Supervises:
• This position has no supervisory responsibilities

Hours per week: Hours may vary and are based on the clients’ needs.

This job description is not intended to be a comprehensive list of job responsibilities, nor does it cover or describe all job activities, duties, functions or responsibilities required by the Employee and shall not be construed as exhaustive. Activities, duties, functions and/or responsibilities may change as a result of changing needs of the Town, State or Federal Statutes and/or regulations or because of other matters as circumstances dictate.

March 2022