

JOB VACANCY

TOWN OF LEICESTER COUNCIL ON AGING

Substitute Council on Aging Bus Driver

The Town of Leicester Council on Aging is seeking qualified individuals for the position of Substitute Bus Driver

- This is a per diem position to fill in as needed
- Pay range: \$10.95 - \$11.97 (commensurate with prior experience)
- This is a non benefited position
- Must have valid MA driver's license and clean driving record

Job description and application available at the Selectmen's Office or online at www.leicesterma.org

Applications should be returned to:

Town of Leicester
Selectmen's Office
3 Washburn Square
Leicester MA 01524
8:00 AM-5:00 PM (Monday, Wednesday, Thursday)
8:00-7:00 PM (Tuesday)

APPLICATION DEADLINE

July 9, 2009 5:00 PM

Applications must be completed – Resumes may be included

TOL/EOE-M/F

COUNCIL ON AGING BUS DRIVER

Definition

Routine work in the vehicle transport of elderly and disabled citizens; all other related work as required.

Supervision

Works under the general supervision of the Council on Aging Director, WRTA and PBSI.

Performs routine work of a repetitive nature which involves the exercise of caution and safety when driving elderly and disabled riders to and from various locations.

Ability to work independently in emergency situations.

Job Environment

Work is performed on the road with exposure to various weather conditions and the general hazards associated with driving.

Operates a WRTA vehicle; operates wheelchair lift including securement devices, and mobile communication equipment including cell phone and GPS unit, responsible for the cleanliness of the vehicle.

Makes frequent contact with the general public, particularly the elderly; makes occasional contacts with hospitals and day care facilities.

Errors could result in considerable delay and confusion in service delivery.

Essential Functions

(The essential functions or duties listed below are intended only 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.)

Inspect vehicle daily as listed on the circle check sheet.

Assists elderly and disabled riders in getting to and from various destinations, such as banking, shopping, doctor's appointments, nutrition programs, post office, etc.; reports any special situations; picks-up elderly and disabled riders from private homes and elderly housing.

Assists citizens using wheelchairs, walkers, and canes from the curb to the vehicle as requested, operates the wheelchair lift in the bus, secures mobility devices as necessary.

Collects, verifies, and records tickets and/or cash fares from the riders.

Records accurate information on schedules including (a.) beginning and ending mileage, (b.) accurate pick up and drop off times, (c.) accurate pick-up and drop off mileage, (d.) cancellations and no-shows, (e.) other needed information.

Schedules routine maintenance with RTA Transit services; reports needed repairs to supervisor.

Observes changes and habits of passengers and reports any changes to the supervisor.

Secures vehicle at the end of the day, making sure that all doors are locked, GPS unit and cell phone are removed and locked securely in the Council on Aging Office.

Completes monthly report in a timely and accurate manner.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualification

Education and Experience

High school graduation or equivalent; experience in working with elders and individuals with disabilities desirable; or a combination of equivalent education and experience.

Special Requirements

Possession of a valid Massachusetts commercial driver's license.

Participation in WRTA Drug and Alcohol Program. Cori background check.

Knowledge, Ability, and Skill

Knowledge: General knowledge of the Town street system. Expert knowledge in operating a passenger van.

Ability: Ability to interact with elders and individuals with disabilities in a positive and sensitive manner. Ability to respond quickly and effectively in the event of an emergency.

Skill: Must have a clean driving record and skill in driving a bus in all types of weather conditions.

Physical Requirements

Moderate to strenuous physical effort required in driving for long periods of time; intermittent physical effort required in periodic lifting of food bags and other items for the elderly and disabled. Ability to physically assist elderly and handicapped from the curb to the bus. Ability to push a wheelchair onto the lift and secure once on board.. Vision and hearing at or correctable to normal ranges. Ability to operate, steer, and maneuver a Class B commercial vehicle under various weather conditions.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)