



JOB DESCRIPTION

Position Title:	<i>Van Driver – Maynard/Acton Commuter Shuttle</i>	Salary/Step/Grade:	<i>\$20.00/hr. SAP</i>
Department:	<i>Council on Aging</i>	FLSA Status:	<i>PT, non-exempt</i>
Reports to:	<i>Council on Aging Director</i>		

SUMMARY

The Maynard/Acton Commuter Shuttle Driver is responsible for operating an 8 or 12-passenger van with wheelchair lift for the transportation of residents of Maynard and Acton to the South Acton Commuter Rail Station. The shuttle service is a fixed route service with multiple stops in Maynard and Acton and operates Monday through Friday. Shifts occur in the morning and evening.

ESSENTIAL FUNCTIONS

Transports residents of Maynard and Acton to the South Acton Commuter Rail Station. Riders are picked up from multiple scheduled stops at pre-scheduled times to coincide with the arrival and departure of the train schedule.

Duties are routine with driver expected to use good judgment in all situations and report any unusual problems, incidents, or accidents to the supervisor. This includes the exercise of considerable caution and safety when driving passengers as well as maneuvering the van during transportation. Any accidents involving the van must be reported to the Police and driver's immediate supervisor.

Attends mandated training and classes if required by MassDOT.

Performs daily inspections of the interior and exterior of van including filling the van with gasoline at the DPW garage as needed.

Physical Demands/Job Environment:

Work is performed primarily outdoors, year-round, at times in adverse weather conditions. Safety in all areas of the job is of prime importance including cleaning exterior of van of all snow and ice. Work is sedentary at times but includes standing and walking over various surfaces. The driver will need to go up and down stairs in the van. Regular cleaning, visual inspections of the van, fluid, and tire pressure checks. Other related work, time permitting, at request of COA Director. May need to be available on short notice.

May be required to operate the wheelchair lift which includes:

- Operation of the lift
- Pushing wheelchair on and off the lift
- Navigating the wheelchair into the van
- Raising the van seat to accommodate the wheelchair
- Securing the wheelchair to the floor with straps
- Maneuver chair to the back of the van if storage is needed

- May lift the wheelchair through the back door of the van if needed

The number of scheduled passengers, occasional challenging behaviors of a passenger, bad weather, road maintenance and unforeseen traffic conditions can all contribute to periods of stress for the driver as he/she tries to get all passengers to their destinations on time.

SUPERVISION

Works under the supervision of the Council on Aging Director.

QUALIFICATIONS

Education and Experience:

Minimum Entrance Requirements:

High School Diploma or equivalency. Excellent Safe driving record. Valid MA Driver's license.

Preferred Qualifications: Two (2) years' experience driving bus or passenger van.

Must be able to pass a CORI check

Special Skills or Experience:

Ability to hear and see within the normal range limits. Ability to work effectively with a diverse range of citizens. Ability to read, understand, interpret, and apply town and state laws, regulations, policies, and standards. Ability to verbally communicate effectively and efficiently. Ability to work effectively under time constraints to adhere to schedules. Ability to use hand-free communication devices.

Strong interpersonal and communication skills are necessary. To be always courteous and respectful to all passengers and the public. Some passengers have physical or mental disabilities, so sensitivity, patience and understanding are very important.

Knowledge of Massachusetts driving rules and regulations. Working knowledge of the layout of the Town of Maynard.

Basic technological skills necessary such as use of cell phone and email.

The duties listed above 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. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change.