

**COUNCIL ON AGING ON-CALL DRIVER  
JOB DESCRIPTION**

**Position Purpose:**

To perform semiskilled work in operating the Council on Aging vehicles to transport older adult residents to medical appointments; all other related work as required or assigned.

**Supervision:**

*Supervision Scope:* Performs responsible tasks that require the exercise of some judgment and initiative, particularly under emergency conditions.

*Supervision Received:* Work is performed under the direct supervision of the Director of the Council on Aging/Department of Human Services.

*Supervision Given:* This position has no supervisory duties.

**Job Environment:**

Work is performed in vehicles, including automobiles, vans, light trucks. Job environment moderately noisy.

Has frequent contact with the general public, especially older adults, and Town staff.

Has access to clients' private information. Must maintain highest level of confidentiality.

Errors could result in personal injury, danger to public safety, damage to equipment.

**Essential Functions:**

Drives older adult residents locally and Cape-wide. Assists passengers requiring use of wheelchair lift.

Maintains statistics including number of passengers, vehicle mileage and gas records. Accepts and records donations from passengers for operation of the vehicle; submits monies to COA staff.

Contacts Director if mechanical malfunctions occur.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High school graduation; experience working with older adults and professional driving experience highly preferred.

**Special Requirements:**

A valid Massachusetts motor vehicle operator's license with excellent driving record.

Completion of CPR training and driver's training courses (provided).

Drug and alcohol testing as required.

CORI check.

**Knowledge, Ability and Skill:**

*Knowledge:* Driving skills and state laws. Wheelchair securement (training provided).

*Ability:* Ability to operate vehicles safely; to work with older adults and people with physical and/or cognitive challenges; to deal with the general public with respect, patience, compassion; to take initiative to acquire information about destinations.

*Skill:* Excellent customer service skills.

**Physical Requirements:**

Must be able to operate vehicles as well as wheelchair lift and passenger securement.

May have to lift/move objects weighing up to 30 pounds.

Must be able to access all areas of buildings and structures.

Communicates well verbally. Vision and hearing at or correctable to normal ranges.

Frequent minor to moderate physical effort required in management of vehicles and passengers; frequent exposure to varying weather conditions.