**JOB DESCRIPTION**

**TEMPORARY COA VAN DRIVER**

**$14.50 per hour**

Position: The van driver will transport Seniors, providing assistance and safety in all areas of transport and will maintain the care and appearance of the COA van.

Reports to: COA Coordinator

Qualifications: -Valid drivers license and good driving record

 Courteous and sensitive to the needs of Seniors

 Awareness and practice of safety principles

 Good social and intercommunication skills

 Knowledge of streets/roads/community facilities/maps

 Ability to understand and follow directions

 Some knowledge of existing community services helpful

 CPR Certificate a plus (willing to take CPR training)

 Ability to maintain working relationships with peers and supervisor

 Ability to perform duties with good individual judgement

Responsibilities: -Assist passengers in getting on and off the van by opening doors and offering

 assistance to any person in need

 Assure Senior has entered house before leaving

 Assist with 2-3 bundles/and or packages (as needed)

 Report any abnormalities with Seniors to Coordinator/Asst Coordinator that may be

 a concern for their well being

 Adhere to van driving policy as determined by COA Coordinator/Asst Coordinator

 Keep routine check on vans (gas, tires, etc) maintenance, reporting

 problems with van to Senior Center as soon as practical

 Keep daily record or mileage-submit weekly

 Keep daily log of hours worked

 Sanitize van at the end of each trip and secure and lock van at

 end of each day