**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