



## Job Description

### Van Driver

<b>Department:</b>	Office for Older Adults
<b>Civil Service Status:</b>	Unclassified
<b>Employment Status:</b>	Part-time (10-15 hours/week)
<b>Reports To:</b>	Director, Office for Older Adults
<b>Supervises:</b>	N/A
<b>Working Hours:</b>	8:00 a.m. – 4:00 p.m. (hours may vary based on need)
<b>Pay Rate:</b>	\$13.16

### SUMMARY

This position is responsible for operating a van to transport adults 60+ to medical appointments and routine shopping appointments. Some transportation assignments include taking older adults on various field trips that are longer driving distances (30-45 minutes one way). May assist with some light physical labor tasks at the center such as setting up/breaking down tables and chairs and transporting boxes to and from storage areas.

### MINIMUM QUALIFICATIONS

Completion of high school education or GED. This position requires the ability to problem solve, complete routine forms, follow safety practices and procedures, and to carry out instructions

### ESSENTIAL FUNCTIONS

Inspects the van prior to operation to ensure safe operating conditions; notifies supervisor of any operational or repair problems. Fuels and maintains the appearance of the van (washing, vacuuming, sweeping, moping, disposal of trash). Completes and submits essential paperwork – rider logs, inspection reports, etc. Meets and maintains all job safety requirements and all applicable OSHA safety standards.

### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Safety practices and procedures related to operation of a 14-passenger van, proper operation of a wheelchair lift; traffic laws governing passenger van operations and familiarity with the geography of North Ridgeville and surrounding communities (Avon, Elyria, Westlake). Training will be provided specific to the transport of individuals in a wheelchair and operating the van lift. Hired individuals will complete the Defensive Driving and DRIVE: Transporting Older and Disabled Passengers courses.

**Skills:** Basic First Aid/CPR (training will be provided if not currently certified)

**Ability to:** Communicate basic information appropriately with clients; effectively communicate any problems, questions or issues to the Case Manager and Director of Office for Older Adults; accurately complete forms; use problem solve as necessary.

**Job Description**  
**VAN DRIVER**



**EQUIPMENT OPERATED**

14-passenger van and wheelchair lift.

**PHYSICAL DEMANDS AND WORK CONDITIONS**

Operation of a wheelchair lift to load/unload passengers; exposure to hot, cold, wet, humid, snowy and windy weather conditions; potentially hazardous driving conditions (snow, wind, sleet, hail)

---

**Job Description Approval:**

A handwritten signature in blue ink, consisting of a large, stylized letter 'Q' followed by a horizontal line.

11/30/2023

---

Authorized Signature

---

Date