



AUBURN HILLS
POSITION DESCRIPTION

Position: Driver for Senior Transportation		Department: Senior Services Department	
Reports to: Program Coordinator-Support Services		FLSA Status: Non-Exempt	
Location: Community Center	Division: Senior Services	Pay Grade: N/A	
Revised: 06/13/22	Last Reviewed: 10/14/20	Union: N/A	Status: Part-time

GENERAL PURPOSE

Performs a variety of routine and complex transportation work in driving a car or bus, coordinating transportation plans in support of senior adult programs.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Senior Services and direct supervision of the Program Coordinator-Support Services.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Drives vehicles for various programs, shopping, medical appointments, errands, field trips, etc.

Assists riders with their seatbelts including physically attaching the wheelchair anchors on the bus tracks, hooking up the wheelchair, and securing all safety belts.

Calls residents to schedule and coordinate rides for seniors and disabled residents utilizing the senior transportation service.

Assists the senior services department to meet the transportation needs of seniors and disabled residents.

Communicates daily with supervisor regarding the transportation program.

Maintains necessary records and documents as needed.

Performs safety inspections of vehicles and coordinates appropriate service for vehicles through established procedures.

Maintains vehicles, including fueling, and cleaning of interior and exterior.

Responds to public inquiries about the senior transportation program.

Delivers Focus Hope & Commodity Food boxes to homebound seniors as needed.

Performs a variety of miscellaneous duties such as assisting in the office, running errands, picking up supplies, etc.

Drivers must maintain the vehicles by filling them up with gas, power washing, scrubbing, dusting, washing windows, sweeping, vacuuming, and all other duties needed to keep the vehicles clean and in proper working order.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent
- (B) Any equivalent combination of education and experience that demonstrates the ability to do the job
- (C) Possess updated certificate in First Aid – CPR – AED or obtain certification within 3 months

Necessary Knowledge, Skills, and Abilities:

- (A) Thorough knowledge of traffic laws and defensive driving
- (B) Skill in operation of listed tools and equipment, to include wheelchair lift
- (C) Ability to safely drive a bus or van
- (D) Ability to communicate effectively with staff, riders and the public
- (E) Ability to read maps
- (F) General knowledge of city streets and outlying areas
- (H) Ability to read and write English
- (I) Ability to do basic mathematical computations
- (J) Ability to use smart phone and digital navigation

SPECIAL REQUIREMENTS

Valid state driver's license

Valid state driver's license with chauffeur's endorsement obtainable within 1 month of employment

TOOLS AND EQUIPMENT USED

Senior transportation vehicles

Communication equipment - cellular phones, mobile or portable radios, etc.

Computers

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to climb in and out of vehicles multiple times a shift, sit for long periods of time, squat, bend, kneel and operate a wheelchair lift. This position requires assisting riders on and off vehicles, pushing wheelchairs on and off the vehicle lift and positioning them for securement including securing wheelchair anchors to the wheelchair.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities are required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment, post offer medical examination, drug and alcohol exams; additional job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Director of Senior Services City Manager

Approval: _____
Employee