

**Town of Lancaster
Senior Center**

The Town of Lancaster is accepting applications for the position of Van Driver, part-time.

For further information, please refer to the following outline of qualifications and responsibilities. Questions may be directed to Marybeth Gianni at 685-3498 or (bethmaryb@gmail.com).

Please send completed Town of Lancaster employment application to:

**Lancaster Senior Citizen's Center
100 Oxford Ave.
Lancaster, NY 14086
(Residency rule applies)**

VAN DRIVER – PART-TIME

Minimum Qualifications

Graduation from high school or possession of a high school equivalency diploma. Must have a valid New York State driver's license.

Job Description

Transport seniors to and from medical facilities, shopping centers, senior center, etc. in a timely manner.

Utilize maps or the internet to locate hospitals, medical facilities, and patient home addresses.

Complete necessary "trip sheets" on a daily basis recording each transport.

Ensure vans are maintained and in good working order; keep unit clean.

Responsible for completing mechanical checklist for vehicle at the start of each shift.

Report mechanical problems to supervisor of transportation.

Instructs or informs passengers about safety practices when entering and leaving van; maintains orderly conduct of passengers on the van.

VAN DRIVER

Rev. 12/93

T & V

FT or PT

N.C.

RDS/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves operating van on an assigned route and when necessary performs maintenance tasks in connection with such operation. This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle. The operator is responsible for the safety and conduct of the passengers. The work is performed under general supervision with considerable leeway allowing the operator in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a van on a regular schedule or on special occasions;
Checks the operating condition of the van before starting on a trip;
Reports any mechanical defect to immediate superior;
Instructs or informs passengers about safety practices when entering and leaving van;
Maintains orderly conduct of passengers on van;
May be required to operate a station wagon or other similar vehicle;
May be required to perform minor maintenance tasks on the vehicle.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with and command their passengers respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Elementary education and one (1) year of satisfactory experience in the operation of a truck or other automotive vehicles; possession of a New York State Motor Vehicle Operator's License.

SPECIAL REQUIREMENT:

A Class C is required for the operation of motor equipment having maximum gross weight in excess of 18,000 pounds.

CDLC License for transporting 15 or more passengers or transporting passengers under Article 19-A of Vehicle and Transportation Law.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements