

## **MEALS ON WHEELS PROGRAMS & SERVICES OF ROCKLAND, INC.**

### **JOB DESCRIPTION**

**TITLE: SENIOR ACTIVITY CENTER DRIVER**

**HOURS: 30 HOURS PER WEEK**

**SUPERVISOR: CENTER MANAGER & TRANSPORTATION COORDINATOR**

#### **SUMMARY STATEMENT OF POSITION:**

The Driver provides transportation and assistance, as needed, for members of one of the Agency's several centers and performs other services, as directed.

#### **REGULAR TASKS:**

Supervised by the Senior Activity Center (SAC) Manager:

1. Assists the SAC Manager in developing the morning and afternoon bus routing, as necessary.
2. Assists the SAC Manager in notifying members or their families when morning pick up times are and when time changes are necessary.
3. Assists the SAC Manager to coordinate transportation for members (trips, multiple trips, doctor appointments, etc.).
4. Reports to the SAC Manager any concerns regarding members or changes in their temperament, disposition, health, personal hygiene and sanitation, schedule, etc.
5. Collects the bus donation money daily, counts and reports the daily amount, as directed, for weekly SAC deposits and makes the deposits to the local bank, as directed.
6. Picks up the SAC lunch meal and/or SAC supplies, as directed.
7. Participates in SAC Staff meetings, as requested.
8. Assists and performs SAC-related tasks, as requested (helping in the kitchen, serving lunch, returning to pick-up a member who wants to attend the SAC, etc.).
9. Performs all tasks in accordance with the Agency's Personnel Policies and Practices Handbook.

Supervised by the Transportation Coordinator:

1. Conducts a daily pre-trip inspection before driving an Agency vehicle and a daily post-trip inspection after driving an Agency vehicle.
2. Conducts all of the Agency's vehicle operations with thorough caution and uses defensive driving techniques and strategies for the maximum safety and protection of all the passengers as outlined in the NYS CDL Manual.

3. Observes all traffic laws, especially those pertaining to commercial vehicles, and drives with extreme caution during inclement weather conditions.
4. Responsible for maintaining the Agency's vehicle's equipment, reporting any vehicle malfunction, needed repair or needed service in writing and adhering to the maintenance schedule for the Agency's vehicles.
5. Maintains accurate records of the Agency vehicle's mileage for the day and month, the accurate number of passengers transported to and from the SAC on a daily basis, the accurate number of passengers taken on trips and medical appointments and the gasoline replenishment. All required records are to be submitted to the Transportation Coordinator daily and monthly.
6. Performs all tasks in accordance with the Agency's Personnel Policies and Practices Handbook and the Agency's Policy and Procedures Manual for Center Drivers.
7. Assists with delivering Homebound Meals, as needed.
8. Participates in Staff meetings, as requested.
9. Performs other related tasks, as requested.

**EXPERIENCE AND SKILLS REQUIRED:**

- The ability to understand and communicate with older adults with patience, tolerance and respect.
- The ability to maintain the Agency's vehicles with efficiency and safety.
- The ability to prepare written records with accuracy.
- The ability to adjust to changing conditions.

**MINIMUM QUALIFICATIONS:**

- CDL Class C, B or A with a P endorsement required and a clean driving record.
- Dependable, consistent, good judgment and courteous.
- Must pass a pre-employment Drug & Alcohol Test and submit to random Drug & Alcohol Testing.
- Must pass a DOT physical as required by NYS DMV.
- Prior experience driving commercial buses preferred.
- Must be at least 21 years of age.