

SALEM COUNCIL ON AGING
JOB OPENING

PART TIME - VAN DRIVER

Summary:

This is a part-time, non-union position, driving vans in the safe transport of elderly and handicapped passengers to various destinations in Salem and nearby communities. The Part Time Van Driver will be scheduled regularly from approximately 8:00 AM- 12:00 PM. Occasional evening and/or weekend functions may be required. The person in this position reports directly to the Transportation Coordinator.

Duties include:

- Safely and punctually transporting elderly and handicapped clients in a 10-passenger van with automatic transmission;
- Ability to follow a routing schedule and navigate roadways efficiently;
- Interacting with elderly and handicapped passengers with courtesy and respect;
- Maintaining viable communication and working relationships with other van drivers to maximize efficiency of transportation services.
- Making safety checks of all operating equipment, including two-way radios; reporting any van malfunctions to the supervisor for the purpose of repair.
- Occasional lifting and/or moving associated with loading and unloading wheelchair-bound passengers;
- Keeping accurate records of passengers conveyed;
- Report accidents or incidents, of any nature, relative to vans or passengers.

Requirements:

- A valid Class II Massachusetts driver's license and evidence of a safe-driving record, as generated by the Registry of Motor Vehicles.
- Patience and interest in elderly and/or handicapped people;
- Willingness to take occasional training courses (at no cost), at the discretion of the director.

Strongly preferred:

- Working knowledge of Salem streets and neighborhoods;
- Bilingual (English/Spanish).

Hourly wage: \$10.00 to \$11.00 hr

Send cover letter and resume:

By mail to Karen Partanen, c/o Park, Recreation & Community Services, 5 Broad St., Salem, MA 01970; or by e-mail to kpartanen@salem.com.