

City of New Bedford Job Description

Job Title	Van Driver
Department	Community Services
Employment Status	Variable Time (No Benefits)
Salary	Grade A \$16.23hr

Function	
This position provides transportation for Department personnel as needed.	
Supervision	
Received	Department Head or designee
Exercised	None

<p>Essential Job Duties The job duties listed herein are neither exclusive nor limited, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.</p>	
<ul style="list-style-type: none"> • Adheres to driving policy, including seat belt safety. • Assists passengers on and off vehicle and ensures they have safely entered medical facility or home before leaving. • Schedules travel time so clients arrive for appointments on time and are picked up within a reasonable period after appointments are completed. • Maintains contact with dispatcher for changes or pick-up alerts. • Collects donations from clients and submits to clerical support staff daily. • Locks and secures vehicle when leaving unattended. • Keeps daily record of mileage, gasoline consumption, the number of passengers both scheduled and who are actually driven. • Keeps vehicle clean and maintained; reports any problems immediately to the City garage. • Assists Department staff with miscellaneous tasks if time remains before the end of shift. • Provides effective and efficient customer service and promotes and maintains responsive community and working relations. • Performs related duties as assigned. 	
<p>Requirements of Work</p> <p>Graduation from high school or GED equivalent and driving experience required; or any equivalent combination of education and experience that provides the following knowledge, ability and skills:</p>	
Knowledge of	<ul style="list-style-type: none"> • CPR and First Aid. • Streets/roads and community medical facilities.

Ability to	<ul style="list-style-type: none"> • Safely and comfortably drive and operate a 14 – 16 passenger shuttle van. • Operate lift equipment for 16 (B) 2 vehicle. • Be courteous and sensitive to the needs of passengers being transported. • Establish and maintain effective working relationships with supervisors, coworkers, clients and the general public. • Bilingual preferred but not required.
Skill in	<ul style="list-style-type: none"> • Customer service. • Driving a shuttle van.

Necessary Special Requirements

- Subject to Mandatory CORI (Criminal Offender Record Investigation)
- Possession of a valid Massachusetts driver’s license and good driving record.
- Certified in First Aid and CPR.

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.

- Work is performed mostly in a vehicle or office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally exposed to adverse weather and other unpleasant conditions, such as heat, cold, wetness and humidity.
- The employee must occasionally lift and/or move up to 50 pounds.