



Job Title: FT Shuttle Van Driver
Department: Elder Affairs
Hours: Monday – Friday 39 Hours
Salary: \$21.59 – \$23.92 per hour
Contract: Union position.

DESCRIPTION:

Under the Supervision of the Director of Elder Affairs and in accordance with prearranged schedule, the driver will transport seniors within the city of Revere and surrounding communities for the purpose of medical appointments and to the senior center. The driver is expected to work 39 hours per week.

ESSENTIAL FUNCTIONS:

Inspects vehicle daily and maintains daily log before departure to ensure serviceable condition. It is required daily that the van driver keeps the inside of the vehicle clean and presentable to the passengers.

If necessary, assists passengers entering and leaving the van (only if passenger asks for help). Assists with wheelchairs, oxygen tanks, walkers, canes, and other necessary medical devices to assist senior. An accurate record of information on schedules needs to be maintained including (a) beginning and ending mileage, (b) pick up and drop off times, (c) accurate and pick-up and drop off mileage, (d) cancellations and no-shows, and (e) other needed information.

Operates vehicle maintaining appropriate speed and distance from preceding vehicles. Complies with phone and local traffic regulations.

Regulates heating, lighting, and ventilation systems for passenger comfort.

Always maintains cell phone contact with senior center clerks.

Reports delays or accidents to senior center clerks or director immediately. Evacuate passengers if emergency situations are warranted.

Prepares accident and incident reports immediately when required.

QUALIFICATIONS:

- 3 or more years of driving experience with Class D driver's license and excellent driving record.
- No criminal history and CORI required.
- Ability to follow written and oral instructions.

- Minimum requirements of a high school diploma or GED.
- Must be knowledgeable in safe driving techniques, map reading, use of GPS system/cell phone usage.
- Ability to exercise good judgement in evaluating situations and making decisions.
- Ability to perform job responsibilities in a timely manner to meet schedule deadlines

PHYSICAL DEMANDS

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to hear, talk, stand, walk, kneel, bend, stoop, reach, push and pull, lift and drive motorized equipment. The employee must regularly lift over 30 lbs. Employee must regularly push and/or pull passenger in a wheelchair with a combined maximum weight of up to 400lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Proficiency with Microsoft office products (Excel/Word/Outlook) is required

Abilities:

- Ability to manage confidential information
- Ability to adapt to change without impacting productivity
- Ability to find innovative ways to solve problems
- Ability to be self-motivated and work independently

Skills:

- Skilled at developing and maintaining interpersonal relationships
- Strong verbal and written communication skills
- Possesses strong time management and organizational skills

PHYSICAL ENVIRONMENT

Work is primarily performed in an office environment. The work involves sitting, standing, walking and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply via the City's [Online Application Portal](#) by Thursday, October 3, 2024.