

## Lee Council on Aging

### COA VAN DRIVER

#### Job Posting

The Lee Council on Aging is seeking two, 14 hour/a week van drivers. Our van drivers would be responsible for driving our Lee senior residents to and from medical, shopping, and social appointments. A training session through the BRTA, will be required. Days and hours to be discussed with applicants. Please call Patricia DiGrigoli, Director of the Council on Aging at (413) 243-5545 if interested in applying.

#### Expected Expectations:

Provide daily transportation services as assigned by director.

Keep Daily records of mileage and gasoline use and submit to supervisor daily/weekly

Maintain a daily log of transportation

Provide safe and sensitive handling of clients

#### Responsibilities and Requirements

- Keep van and maintenance up to date
- Develop and maintain daily communication regarding needs, suggestions and concerns with director
- Knowledge of safety regulations of large van ridership as well as specific abilities of older adults
- Basic driving skills
- Updated on all van classes as well as drug testing randomly
- Good customer relations
- Provide customer service as needed such as helping in/out of van, helping with bundles, etc.
- Organize pick up times
- \* Work co-operatively with senior center staff and clients
- \* Maintain positive interactions
- \* Communicate effectively orally and in writing
- \* Valid driving license
- \* Ability to perform duties with some latitude for individual judgement
- \* Confidentiality to elders and their family/caretaker