

**Town of Lebanon  
Job Description**

**Van Driver**

**Education:** High School Diploma or Equivalent

**Supervision:** The day to day activities fall under the direction of the Van Coordinators with administrative supervision from the Senior Center Director.

**Duties:**

- Drive passengers to appointments, shopping and programs within the Town of Lebanon and surrounding towns.
- Assist passengers with packages and with getting on and off the van, including passengers using wheelchairs and walkers.
- Secure all wheelchairs passengers with appropriate restraining devices as provided on van.
- Maintain van, including but not limited to, fueling, cleaning, daily safety checks and routine service schedule.
- Maintain an accurate accounting of van activities, including passenger pickups, downtime, donations, gas and mileage.
- Maintain communications with Dispatcher, Coordinator, and Commission on Aging Chairperson.
- While performing Van Driver duties, the employee will be working in outdoor weather conditions.
- The above describes the most significant duties performed and is not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

**Required Skills, Knowledge and Abilities:**

- Thorough knowledge of traffic laws
- Ability to safely drive a van
- Ability to establish and maintain effective relationships with seniors and disabled residents
- Ability to read schedules and maps
- Ability to receive and send communications via mobile radio/cell phone
- There is to be no answering of the cell phones while driving
- Ability to get in and out of van on a constant basis
- Ability to handle and operate all van controls
- Ability to secure wheelchair tie-down system
- Ability to move and/or lift a wheelchair with passenger
- Candidates must be able to operate a K1 passenger van and load clients in wheelchairs into the van.

**Requirements:**

- Valid Connecticut Driver's License with "P" restriction/endorsement or Class D with "A" or "F" endorsement
- Comply with CDL requirement for bi-annual physical
- Ability to pass a criminal background check and drug/alcohol test made prior to hire
- Attendance at an annual safety program
- Drivers may be required to take an annual driving test

**Other:**

- The vans are equipped with automatic transmission, handicap lift, with floor tie-down system, voice activated mobile communication system and telephone
- Vans are to be parked/kept on Town of Lebanon property

Revised 6/18/19