CITY OF BELMONT
ADOPTED CC: SEPTEMBER 13, 2011
CASUAL - NON REPRESENTED
NON-EXEMPT

VAN DRIVER

DEFINITION

Drive a City owned van to transport qualified Belmont residents to and from the City of Belmont Senior and Community Center within an established time schedule. May be required to perform other tasks as assigned.

SUPERVISION RECEIVED

Receives general direction from the Senior Center Recreation Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Conducts pre-trip and/or post-trip inspections of vehicle by conducting visual inspection, checking tire pressure, fluid levels, door operation, window and wheelchair lifts are in proper operating order; reports any need for services.
2. Drive/operate a van (or other City vehicle) on designated route or pick up schedule; observes driving rules and safely operates vehicle.
3. Assist in the loading and unloading of passengers, including passengers with disabilities (individuals with wheelchairs, walkers, etc.)
4. Monitor fuel level and fill up vehicle gasoline tank as needed.
5. Take vehicle to car wash as needed.
6. Report any passenger incidents or misconduct.
7. Exhibit positive and cooperative relationships with passengers and co-workers.
8. Use good judgment and make sound decisions in accordance with established procedures and policies.

QUALIFICATIONS

Knowledge of:

- Laws, rules and regulations for operation of a motor vehicle in the State of California.
- Safe driving practices and techniques.
- Basic vehicle maintenance
- Principles of customer service
- Basic recordkeeping practices.

Skill to:

- Operate a motor vehicle to safely transport residents from one location to another.

Ability to:

- Speak, read and write English
- Maintain a valid California Driver's License
- Ability to discern and map the most efficient routes.
- Interact with passengers and co-workers in a courteous and helpful manner.
- Understand and carryout oral and written instructions.
- Deal effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Interact effectively with disabled individuals and others in need of special assistance.
- Operate standard office equipment (computers, telephones, etc.)
- Lift up to 25 lbs.

Experience and Training Guidelines:

Experience:

Previous experience in driving/transporting passengers and working with the elderly is highly desirable.

Training:

High School Diploma or equivalent.

License and/or Certificate:

Possession of a valid California Class C Driver's License, with a clean driving record.
Possession of a valid California Class B Driver's License desired.
CPR and First Aid Certification highly desirable

WORKING CONDITIONS

Environmental/Working Conditions:

Majority of work is performed in a vehicle sitting for extended periods of time. Operation of vehicle may be under potentially hazardous conditions involving road construction, inclement weather, and traffic hazards. Exposure to fumes and loud noise. May be required to lift and/or push wheelchairs and other items; may require physical exertion in cleaning and inspecting vehicles.

Physical Demands:

While performing the duties of the job, the employee is regularly required to stand, walk, sit and drive; use hands, fingers and feet to operate vehicle; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch and lift and carry up to 25 pounds.