

Alleghany County
Job Description

Job Title: Van Driver
Department: Parks and Recreation
Reports To: Transportation Coordinator
Prepared By: CLW
Prepared Date: 10/15/08
Approved by: JRS

SUMMARY Responsible for the safe, prompt and courteous service to all clients transported in County/LOA vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Operates County/LOA vehicles and provides safest transportation possible.

Assist when and where necessary, the elderly and handicapped individuals on and off vehicles, and when requested, escorts them to and from door of residence along with any parcels they may have to carry. Also, helps seniors across streets, and after dark, waits until they turn on house lights before leaving.

Washes and cleans vehicles on a monthly basis and is responsible for daily check of trash on vehicle. Sees that vehicles are properly maintained on a daily basis.

Fills out daily transportation sheets/logs, time sheets and any other required information. Makes sure there is no smoking, eating or drinking on vehicles and that seat belts are fastened before van is in motion.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Knowledge of area served by the Senior Citizens program and ability to maintain effective working relationships with clients, fellow employees and supervisors is required.

EDUCATION AND/OR EXPERIENCE Completion of a standard high school course of study required. Experience driving vans and transporting participants is desired.

CERTIFICATES, LICENSES, REGISTRATIONS A valid Virginia driver's license and satisfactory driving record is required.

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.

Must be able to lift at least 25 pounds or more.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.