

**DEPARTMENT:** OFFICE FOR THE AGING  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** AUGUST 10, 2001

### HEAD VAN DRIVER

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for coordinating the transportation of Niagara County's aging and nutrition program participants in a safe and efficient manner according to approved procedures. The incumbent is responsible for the supervision of department van drivers, scheduling and coordinating transportation, maintaining a rider database and for determining eligibility for the ParaTransit Program. Occasionally employees in this class are required to drive a van and perform routine safety maintenance tasks on vehicles. Work is performed under general supervision permitting the exercise of some independent judgment in carrying out duties. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Maintains a computer database of riders that is used for reports and for scheduling trips;
2. Provides trip planing information to callers and assists them in finding information on transportation including schedules;
3. Conducts an initial assessment of riders for the ParaTransit Program to determine eligibility;
4. Maintains an up-to-date resource guide on transportation, both in Niagara County and areas contiguous to the county;
5. Provides limited outreach and presentations on transportation to senior groups in order to promote the program;
6. Supervises a group of van drivers;
7. Develops driver schedules and provides drivers with route directions from MapQuest or similar program;
8. Coordinates with other Office of the Aging staff to schedule trips for medical appointments, shopping assistance and participants' excursions;
9. Supervises, schedules, and may participate in routine safety maintenance work on vehicles;
10. Prepares reports on repairs to vehicles, mileage, gas, etc.;
11. Investigates complaints;
12. Reviews drivers' logs for accuracy;
13. May maintain time records for van drivers;
14. When necessary, drives a van and makes special trips as required for relief.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of automotive vehicle operation; good knowledge of normal automotive safety maintenance practices; good knowledge of the geography of the area; good knowledge of safety procedures and traffic laws and regulations; ability to lay out work for self and others; ability to understand and carry out verbal and written instructions; ability to prepare routine reports; ability to get along well with others; reliability. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **and** two (2) years of experience in the operation of a motor vehicle which included participation in the routine safety checks of the vehicle(s) driven.

**SPECIAL REQUIREMENT:** Must have a valid New York State motor vehicle operator's license applicable to the operation of the automotive equipment to be used.

08/10/2001; 06/24/1985