

DEPARTMENT: OFFICE FOR THE AGING
CLASSIFICATION: NON-COMPETITIVE
APPROVED: DECEMBER 15, 2006

VAN DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Operates a motor vehicle in the transport of senior citizens in to meal sites and other Office for the Aging programs. This is routine work involving responsibility for the safe efficient transportation of the elderly to and from meal sites and other programs operated by the Office for the Aging. Incumbents may also be responsible for operating a high box cube truck to transport food. Participates in collection of voluntary contributions by passengers. The work is performed under the general supervision of the Head Van Driver. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Operates a motor vehicle in the transportation of the elderly to and form meal sites and other Office for the Aging facilities;
2. Drives participants to doctor appointments and general shopping and grocery trips;
3. Assists on general shopping and grocery trips by performing such duties as loading and unloading packages and groceries;
4. Places locked contribution box in assigned vehicle at start of shift and returns locked contribution box to designee at end of shift;
5. Transports and carries raw staples, supplies and food stuffs to and from designated sites;
6. Cleans, services, and may perform minor maintenance chores on motor vehicle;
7. Keeps accurate records of all phases of vehicle operation including daily mileage log;
8. May perform miscellaneous cleaning or office chores when not operating a motor vehicle.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of motor vehicle operation; working knowledge of vehicle maintenance and repair; skill in the operation of a motor vehicle in all weather condition; ability to maintain simple records; ability to understand and follow simple oral and written instructions; tact and courtesy. Physical condition commensurate with demands of position.

MINIMUM QUALIFICATIONS: One (1) year of experience in the operation of a motor vehicle.

OFFICE OF AGING ONLY: One (1) year of experience in the operation of motor vehicles, six (6) months of which must have been in the operation of an 8 – 12 passenger van and/or a high box cube truck. Experience can be paid or unpaid. All candidates will be required to provide a statement detailing their experience operating this type of vehicle.

SPECIAL REQUIREMENT:

Eligibility for a valid New York State Operator's License. Possession of license at time of appointment.

12/15/2006; 08/03/2004; 04/07/1986