

## City of Clawson

### Job Description

Title: Clawson Senior Center Bus Driver

Department: Recreation

Part Time \$12.75/hour

#### **GENERAL PUPOSE:**

To provide transportation to Clawson Seniors age 55+ and those with disabilities for medical appointments, grocery shopping, our in-house lunch and special programs, for local errands, such as to the bank, pharmacy, post office, therapy, etc. as well as occasional mall shopping trips, movies, restaurants outings, and other trips scheduled through the Senior Program.

#### **REPORTING RELATIONSHIPS:**

The Clawson Senior Center Bus Driver works under the general supervision of the Director of Recreation and Senior Services.

#### **ESSENTIAL FUNCTIONS:**

Drive Senior Center bus or car, providing door to door transportation to Clawson's senior and disabled population.

Make sure that all persons are inside their destination before leaving.

Assist passengers in getting on and off the van including wheelchair bound individuals, using lift and securing chair in the vehicle.

Collect transportation fees and turn in daily to Director of Recreation and Senior Services.

May assist with packages or groceries.

Requires flexible work hours; dependent on clients' needs, unanticipated lengthy appointments and occasional special events.

Review daily transportation schedule with dispatcher.

Must adhere to all driving policies provided by the State of Michigan

Attend trainings on passenger sensitivity, wheelchair securement, and CPR.

Report actual mileage, gas usage, and number of clients served to Dispatcher.

Keeps daily routine check on vehicle (including, but not limited to : tires, gas, oil, chair lift function.)

Report any maintenance problems, concerns or incidences to Director of Recreation and Senior Services for follow up.

Must undergo random drug and alcohol screening.

Driver may occasionally be asked to serve as the Driver and trip escort.

Other related duties as necessary.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED equivalent required.

Current CDL or Chauffeurs License from the State of Michigan.

Good driving record.

Courteous and sensitive to the needs of the elderly and disabled population.

Must possess a current American Red Cross CPR certificate or the ability to acquire same within three (3) months of hire.

Knowledge of local roads; medical centers, and ability to understand and follow directions.

Must submit to and pass a pre-employment physical, drug and alcohol screen and background check.

Must be van lift trained.

**PHYSICAL REQUIREMENTS:**

The physical demands and work environment described here are representative of those an employee encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends most of their time driving a climate controlled bus or car. The position also requires frequently getting in and out of the vehicle, bending, reaching, stooping, climbing stairs and lifting.