

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

VAN DRIVER
PART-TIME

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$11.95 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH THURSDAY

SEPTEMBER 10, 2020.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

Limestone County

JOB DESCRIPTION

Job Title: Van Driver

Department: Council on Aging

FLSA: Nonexempt

Grade: IV

Job Description Prepared: February 2013

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Assistant Director; Director

Subordinate Staff: None

Other Internal Contacts: County Shop Personnel; Commission Office

External Contacts: General Public; Senior Citizens; Clients' Families; Fueling Stations; Local Businesses

Job Summary

Under the direction of the Assistant Director, the employee transports senior citizens to various locations and social service agencies. Employee maintains daily upkeep of van, performs various chores and errands, and completes daily activity report. Employee also collects donations and performs various duties related to Center assistance.

Job Domains

A. Transportation

1. Transports senior citizens to doctor's offices, grocery stores, food stamp office, social security office, nutrition center, and other places of need.
2. Coordinates with dispatcher to determine most efficient route for travel.
3. Maintains daily upkeep of van; alerts County of any mechanical problems; performs regular periodic inspection; performs pre- and post-trip inspections.
4. Assists individuals in getting in and out of van as needed.
5. Assists clients with carrying groceries.
6. Delivers homebound meals.
7. Drives van on out of town trips and outings for seniors.

B. Record Keeping

1. Keeps daily log of the number of people transported to various locations; submits to appropriate individual or office as needed.
2. Maintains records on gas usage mileage, time and other operational statistics.
3. Collects and turns in daily donations for aging programs to appropriate individual as needed.
4. Completes monthly TARCOG report that includes number hours at Center, doing outreach, and handling homebound duties.
5. Maintains reports for submission to ALDOT quarterly.

C. Information and Referral

1. Serves as liaison for clients, their families, and staff.
2. Disseminates appropriate information to clients on such matters as benefits available to elderly; assists in locating the appropriate service.
3. Distributes pamphlets and other informational materials to potential clients.

D. Center Assistance

1. Assumes operation of Center in the absence of the Center Manager as needed.
2. Packs and prepares homebound meals for delivery; serves lunches at Center.

3. Washes and sanitizes dishes and containers.
4. Retrieves mail from post office.
5. Seeks and recruits new clients.
6. Assists with general Center activities.
7. Performs general clerical duties; types, files, and answers phone.
8. Participates in senior activities.
9. Maintains cleanliness of Center; mops, sweeps, and cleans and sanitizes bathrooms.
10. Assists with fund raisers as needed.
11. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, and policies.
2. *Knowledge of County roads and highways, and essential locations.
3. Knowledge of safe driving techniques and standards.
4. Writing skills to complete forms and reports.
5. Reading skills to understand printed materials.
6. Interpersonal skills to deal effectively with clients and their families.
7. Ability to use safe driving techniques.
8. Ability to take direction and perform tasks consistently.
9. Ability to use computer software effectively and efficiently.
10. Ability and strength to assist seniors entering and exiting the van.
11. Ability to work without close supervision.
12. Ability to organize routes to most efficiently pick up riders.
13. Ability to work with seniors and pay attention to health and needs.
14. Ability to conform to all federal, state and local traffic laws and regulations governing operation of commercial vehicles.

Minimum Qualifications

1. Possession of a high school diploma or GED.
2. Possession of a current and valid Alabama Class C commercial driver's license.
3. Ability to attend training sessions in first aid, public safety, and other workshops as required.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.