

**DEPARTMENT:** OFFICE FOR THE AGING  
**CLASSIFICATION:** NON-COMPETITIVE APPROVED NYSCSC 11/18/2020  
**APPROVED:** AUGUST 20, 2020

**LEAD VAN DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for leading other Van Drivers in the efficient transportation of senior citizens to and from meal sites, medical transportation and other programs operated by the Office for the Aging. The incumbent drives a van on a regular basis and may perform routine safety maintenance tasks on vehicles. When necessary, may also be responsible for operating a high box cube truck to transport food. The incumbent works under the general supervision of the Transportation Coordinator and leads the work of Van Drivers. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Arranges for confirmation of upcoming appointments on a daily basis;
2. Supervises, schedules, and may participate in routine cleaning safety maintenance work on vehicles;
3. Coordinates required driver training;
4. Prepares reports on repairs to vehicles, mileage, gas, etc.;
5. Reviews drivers' logs for accuracy;
6. Operates a motor vehicle in the transportation of the elderly to and from meal sites and other Office for the Aging facilities;
7. Drives participants to doctor appointments and general shopping and grocery trips;
8. Assists on general shopping and grocery trips by performing such duties as loading and unloading packages and groceries;
9. Places locked contribution box in assigned vehicle at start of shift and returns locked contribution box to the fiscal team at the office at end of shift;
10. Transports and carries supplies and food to and from designated sites;
11. Cleans, services, and performs daily sanitation per policy on vehicles;
12. Maintains accurate records of all phases of vehicle operation including daily stops log;
13. 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; 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; working knowledge of vehicle maintenance and repair; skill in the operation of a motor vehicle in all weather conditions; ability to lay out work for self and others; ability to understand and carry out verbal and written instructions; ability to maintain data and prepare routine reports; ability to get along well with others; reliability; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**SUGGESTED PROMOTIONAL QUALIFICATIONS:** One (1) year of permanent status as a full-time Van Driver in the Office for the Aging.

**OPEN COMPETITIVE QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **AND** one (1) year of full-time paid experience which shall have involved driving high box cube trucks and operating wheelchair lifts and related equipment as a major function of the duties.

**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 at time of appointment and for the duration of employment.