

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** JULY 1, 2021

### **VAN DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** Operates a motor vehicle in the transport of senior citizens and food to meal sites and other Office for the Aging or municipal programs. This is routine work involving responsibility for the safe efficient transportation of the elderly to and from medical appointments, meal sites and other programs operated by the Office for the Aging or a municipality. Incumbents are responsible for operating various motor vehicles, including a high box cube truck to transport food and twelve (12) passenger and wheelchair accessible vans for transporting clients. Participates in the collection of daily voluntary contributions and properly secures them until they are turned in to the office at the end of each day. The work is performed under the general supervision of the Transportation Coordinator or higher-level employee when assigned in a municipality. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Operates a motor vehicle in the transportation of the elderly to and from meal sites and other Office for the Aging or municipal facilities;
2. Drives clients to medical appointments, general shopping and grocery trips;
3. Assists on general shopping trips by performing such duties as loading and unloading packages and groceries;
4. Assists clients with accessibility issues, including the operation of a wheelchair van ramp and properly securing them utilizing appropriate seatbelts, straps and floor anchors;
5. Places locked contribution box in assigned vehicle at start of shift and returns locked contribution box to designee at end of shift;
6. Transports and carries raw staples, supplies and food stuffs to and from designated sites;
7. Cleans, services, and may perform minor maintenance chores on motor vehicle;
8. Maintains accurate records of all phases of vehicle operations;
9. May perform miscellaneous cleaning or office chores when not operating a motor vehicle.
10. Responsible for daily maintenance and cleaning of the assigned county vehicle including properly securing windows, doors, locks, etc. at the end of each shift.

### **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 conditions; ability to maintain simple records; ability to understand and follow simple oral and written instructions; tact and courtesy; ability to lift a minimum of fifty (50) pounds; tact and courtesy; integrity; reliability; physical condition commensurate with demands of position.

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

**OFFICE FOR THE 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:**

Possession of a valid New York State Motor Vehicle License at time of appointment and for the duration of employment.