

JOB DESCRIPTION
ST. CLAIR STREET SENIOR CENTER
PART-TIME MINI BUS/VAN DRIVER

1. **JOB TITLE:** PART-TIME MINI BUS/VAN DRIVER
2. **DEFINITION:** The part-time Mini Bus/Van Driver is responsible for driving the Senior Center mini bus or van to transport participants for trips to maintain an independent lifestyle and for recreational purposes. The Driver is under the supervision of the Program Directors for recreational trips and the Senior Center Director for outings for residents of local nursing homes and nursing home visitation. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, and as having a reasonably foreseeable occupational exposure to bloodborne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. The Driver must be capable of safely operating a fourteen (14) passenger van or twenty (20) passenger mini bus in a safe manner both locally and out of town under all driving conditions.
 - b. Assignments for driving are given to the Driver and all paperwork must be turned in to the designated employee at the Senior Center. The van is parked in the Senior Center parking lot at 325 St. Clair Street.
 - c. All City facilities and vehicles are tobacco-free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Performs safety checks on the Senior Center mini bus and van each time before operation.
 - b. Refuels the vehicle(s) at the City of Murfreesboro fuel pumps as needed.
 - c. Drives the Senior Center mini bus and van in a safe manner following traffic regulations.
 - d. Completes Usage Checklist, Passenger Waiver, and any other required forms and turns them in to the designated employee monthly in a timely manner.
 - e. Assists participant riders in getting on and off the van, unloads groceries or shopping bags, and works with the designated trip escort in the event of an emergency.
 - f. Regulates heating and cooling for passenger comfort.
 - g. Follows City policy guidelines should an accident occur.
 - h. Contacts back-up drivers, as needed, to ensure a driver is available for all trips scheduled.

- i. Takes the Senior Center mini bus and van for repairs and maintenance as needed; picks up and returns to appropriate parking location.
- j. Maintains the Senior Center mini bus and van in a clean condition including taking it to be washed and cleaning the interior as necessary.
- k. Renders first aid as necessary.
- l. Attends training sessions as scheduled.
- m. Sits for extended periods of time; stands, bends, stoops, reaches, climbs stairs to enter and exit vehicle, and walks intermittently.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Driver may occasionally be asked to serve as the Driver and trip escort.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least twenty-one (21) years of age.
- b. Must have legal authorization to work in the United States of America.
- c. High school diploma or GED equivalent required.
- d. Must submit to and pass a pre-employment drug and alcohol screen.
- e. Must possess a current Commercial Driver's License (CDL) with passenger endorsement valid in the State of Tennessee.
- f. Must possess and maintain a safe driving record. Failure to do so may result in discipline up to and including termination.
- g. Must possess a current Medical Certificate as having passed a TDOT physical from a TDOT qualified physician.
- h. Must possess current American Red Cross CPR certificate or the ability to acquire same within three (3) months from date of hire. Failure to obtain the American Red Cross CPR certificate before the end of the twelve (12) month probationary period will result in termination.
- i. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, controlled substances, or sex-related crimes.
- j. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- k. Complete knowledge of traffic laws.
- l. Must be knowledgeable of safe driving techniques and map reading including possessing a "sense of direction" in locating destinations locally and out of town.

- m. Must have mechanical skills necessary to check the vehicles to ensure they are in a safe operating condition. The ability to diagnose mechanical problems and check repair work would be a preferred asset in this position.
- n. Recordkeeping skills are necessary to maintain proper records on the use of the van.
- o. Ability to communicate well with participants, volunteer trip escorts, back-up drivers, Senior Center staff and personnel from other agencies or tourism sites.
- p. Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with the public and other City employees.
- q. Possess the temperament and good judgment to deal with senior adults, some of whom may be irate or unreasonable.
- r. Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- s. Have a good reputation for and ability to maintain confidentiality, integrity, and honesty.
- t. Ability to appear on time for work and notify the supervisor in advance if unable to work.
- u. Maintain a neat, clean, acceptable personal appearance.
- v. Ability to work an erratic work schedule with nights, weekends, and holiday work required.
- w. Knowledge and/or the ability to learn and utilize safety precautions.
- x. Ability to exercise good judgment in evaluating situations and making decisions.
- y. Ability to perform job responsibilities in a timely manner to meet scheduled deadlines.
- z. Ability to learn and follow City policies and regulations.
- aa. Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner.
- bb. Sits for extended periods of time; stands, bends, stoops, reaches, climbs stairs to enter and exit vehicle, and walks intermittently.

Non-Exempt
Safety Sensitive
July 30, 2009