



JOB DESCRIPTION – DRIVER

General responsibilities: The Canby Adult Center is hiring a part-time driver, to drive a 14-passenger bus for local pick-ups and for occasional day/evening recreational trips.

Reports to: Activities Coordinator

Schedule: Average 15-20 hours a week. Daily driving of clients to and from the center, 9:00 am – 3:00 pm (generally Monday, Wednesday and Thursday, subject to negotiation). 2-3 day trips per month. **Occasional evenings and weekends.**

I. Job functions:

A. Local transportation:

- Pick up clients and transport them to the Center on meals days, making multiple trips if necessary to accommodate the maximum number of clients possible.
- Identify safest means possible for transporting clients, including use of the lift when requested by the client and/or as determined by driver.
- Safely secure mobility devices, including lifting and storage of walkers and securing wheelchairs (able to work on knees for brief periods).
- Deliver clients back home after lunch adjusting schedule as needed for special afternoon events.
- Run occasional local errands when requested by the director – ie to the bank, post office, and local store.
- Perform light cleaning of vehicle at end of day as needed, ensuring it is usable and presentable for the next day.

B. Recreational Trips:

- Transport clients on outings, and accompany them throughout the outing in the event that assistance is needed.
- Deliver travelers safely back to the Center at the end of the trip.

C. Recordkeeping and Reporting:

- Perform vehicle pre-check daily, as required by Ride Connection
- Keep accurate mileage information for bus.
- Record all client transportation information daily.
- Notify the activities coordinator and/or the director immediately of any problems with vehicle operation.

II. General Duties:

- Ensure that “donations only” policy is strictly followed, in letter and in spirit
- Identify and implement safe solution for transportation of walkers
- Report all accidents, regardless of severity, to Activities Coordinator and Center Director
- Demonstrate a welcoming and positive attitude to all prospective and current clients of the Center.
- Participate in training and required safety courses.
- Pick up mail from Post Office daily.
- Respect policies and procedures established by the CAC Board of Directors
- Maintain regular communication with Activities Coordinator, Center Director and other staff at CAC.
- Actively participate in staff meetings
- Perform other occasional duties as requested by Activities Coordinator and/or Center Director.

Qualifications:

- Minimum 3 years’ driving experience required; Preference will be given to candidates with experience transporting passengers, and particularly senior citizens.
- Job-specific training highly desirable.
- Strong customer service skills required. This position requires patience, compassion and a good sense of humor.
- Ability to perform light physical work, including bending, pushing wheelchair-bound clients to/from the bus, walking to accompany clients on day trips, and lifting up to 25 pounds, required.
- Knowledge of basic mechanics desirable.

Once a conditional offer has been made, the finalist candidate will be required to pass a medical exam, background check and a driver record verification, at the Center’s expense. Driver must keep current on all required Ride Connection training and maintain a satisfactory driving record. Periodic physicals may be requested at any time at the Center’s discretion, to determine continued ability to perform all tasks assigned.