



RECREATION DRIVER

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Senior Recreation Supervisor

Approved: August 28, 2015
Revised: April 19, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of the Senior Recreation Supervisor, responsible for providing transportation for participants and keeping accurate records.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Transports people from one place to another safely and efficiently.
- Operates van by applying brakes, starting and stopping engine.
- Drives regular routes on a schedule.
- Drives through traffic and obey traffic laws.
- Drives a fifteen passenger van and performs daily inspections of the vehicles prior to departure and completes vehicle records.
- Maintains accurate records of attendance, accidents and incidents involving participants in the program.
- Reports maintenance issues to Senior Recreation Supervisor.
- Reports mechanical problems and passenger complaints to Senior Recreation Supervisor immediately.
- Documents passenger usage and mileage on a daily basis.
- Completes monthly transportation reports by established deadlines.
- Inspects vehicle at the end of shift for items left behind by passengers.
- Keeps vehicles clean and fueled.
- Assists other drivers in cleaning inside and outside of vehicle on a regular basis.
- Assists passenger on and off the van as necessary to ensure their safety.
- Reports all maintenance and safety concerns.
- Sells van tickets to riders.
- Runs errands for Washington Township, as requested.



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REPRESENTATIVE LIST OF RESPONSIBILITIES *(continued)*

- Works in all weather conditions and in all terrain conditions.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Minimum of 18 years of age.
- CPR, AED and First Aid certifications (within 90 days of hire).

PREFERRED EDUCATION AND EXPERIENCE

- One year of experience driving a fifteen passenger van.
- CPR, AED and First Aid certifications.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Ability to obtain and maintain CPR, AED and First Aid certifications (within 90 days of hire).
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Ability to read maps and develop efficient transportation routes.
- Ability to safely assist the disabled.
- Ability to operate a wheelchair lift.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Knowledge of needs/interests of seniors.
- Strong oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Demonstrated ability to exercise considerable independent judgment and discretion in carrying out in support of the department.
- One (1) year or more of experience in driving a fifteen passenger van
- Maintains CPR, AED and First Aid certifications.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Ability to push an occupied wheelchair. See below for weight
- Ability to see roads, traffic signs, etc.
- Ability hear traffic, sirens, etc.
- Uses fingers/hands/arms frequently.



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PHYSICAL REQUIREMENTS *(continued)*

- Lifts, carries and pushes up to 50 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Steps vertically three feet to enter a Township vehicle.
- Ability to work in inclement weather.
- Moves about in close quarters and areas.
- Grips, lifts, carries, loads and unloads from all necessary Washington Township authorized equipment.
- Any other physical requirements as job changes.