



Peabody Council on Aging

PETER A. TORIGIAN SENIOR CENTER

75 R CENTRAL STREET

PEABODY, MA 01960

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www.peabodycoa.org

January 11, 2018

Job Title: Van / Bus Driver

Department: Council on Aging

Position: Part Time Seasonal, hours will vary

Summary

Drive bus to transport passengers over specified routes to local or distant points according to time schedule by performing the following duties.

Essential Duties and Responsibilities

Assist passengers up and down stairs and with parcels.

Regulate heating, lighting and ventilating systems for passenger comfort.

Comply with local traffic regulations.

Transport other items (food, mail etc.) when needed.

Report delays or accidents.

Keep the vehicle clean.

Knowledge to read maps.

Available for extra duty – early mornings, nights, holidays and weekends.

Keep daily statistics.

Load or unload baggage.

Other duties may be assigned.

Supervisory Responsibilities

None

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty set forth above satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or General Education Degree (GED); or one to three months related experience and or training; or equivalent combination of education and experience.

Language Skills

Ability to read.

Ability to print and speak in simple sentences.

Mathematical Skills

Ability to add and subtract.

Ability to perform these operations, using units of American money, weight measurement, volume and distance.

Reasoning Ability

Ability to apply common sense understating to carry out simple one or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Social Skills

Must possess the following:

Ability to maintain working relationship with peers and supervisors.

Ability to positively interact with clients of all levels of physical and mental capacities.

Certificates, License and Registrations

CDL license with passenger endorsement required.

Good driving record required.

Training will include the Certificate of Sensitivity, PAT (training for wheelchair equipped vans) and Defensive Driving. First Aid / CPR preferred. DPU License desired. Ability to listen and carry out directions a must.

Physical Demands

The physical demands describe here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear.

To Apply

Qualified applicants provide City application (available on City website, www.peabody-ma.gov.) or cover letter and resume by 1/25/18 to Peabody Council on Aging, 75 R. Central Street, Peabody, MA 01960; fax to 978-531-7176 or e-mail cwynn@peabodycoa.org.

The City is an EOE.

