



## **Town of Hubbardston**

### **PART-TIME MART VAN DRIVER**

#### **Definition:**

Driving senior citizens to medical appointments, meal sites, to pick up prescriptions and other events which are approved by the Town's Board of Selectmen.

#### **Supervision:**

Reports to the Town Administrator/Executive Administrative Assistant

#### **Job Environment:**

Sitting and driving the town's MART bus. Some exposure to outside weather (may meet senior citizen at their door). Normal call hours are between 8:00 AM and 4:00 PM. Some days will have more working hours than others. Schedule of appointments determines hours worked.

#### **Essential Functions:**

*(The essential function or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Drives the senior citizens to medical appointments, meal sites, to pick up prescriptions and other events as approved by the Town's Board of Selectmen.

Uses radio in van for information and emergencies.

Maintains daily bus check card, bus route sheet of passengers, accident reports. These forms are then given to the Dispatcher.

Responsible for re-fueling and cleaning of the town's MART van. Will take van in for service/maintenance every 3000 miles (MART will radio driver to inform as to when service is due).



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Errors could endanger persons and/or property, resulting in loss of service, poor public relations, legal ramifications and/or monetary loss to the town.

#### **Education and Experience:**

High School Diploma or Equivalent required.

#### **Special Requirements:**

Massachusetts Drivers License. Successful completion of all mandatory MART training, including CPR, Wheelchair Course and Red Cross course required.

#### **Knowledge, Ability and Skill:**

*Knowledge.* Must take and pass CPR course, Red Cross course and wheelchair course, all of which are supplied by the MART Bus Company in Fitchburg. Working knowledge of the Conflict of Interest Law, the Open Meeting Law, and any other laws pertinent to the job.

Working knowledge of standard routes (lists and addresses are furnished)

Working knowledge of Hubbardston and its vicinity that include Gardner, Barre and the main thoroughfares of Worcester.

*Ability.* Ability to understand and follow oral and written instructions. Ability to establish effective working relationships with the general public, Town officials, other town employees and other agencies.

*Skill.* Skill in operating a motor vehicle. Effective communications skills both verbally and in writing.

#### **Physical Requirements:**

Ability to sit with back support for long periods of time. Frequent lateral reaching, occasional walking, stooping and bending. Occasional reaching in a forward and overhead direction. While performing duties of this job, employee will be required to use constant hand/finger use, arm use and eye-hand coordination. Rarely employee will be required to kneel, climb and crouch. Must be able to open and close main door,



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use wheel chair lift, strap wheel chair to floor of bus, move shopping bags so aisles remain clear. Will frequently be required to lift up objects weighing between 5 – 15 lbs. Will occasionally be required to move wheelchairs forward and backward, weighing between 50 – 75 lbs. Must be able to differentiate colors, do paperwork, hear, read and speak as well as concentrate visually.

*(This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change).*