JOB OVERVIEW

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Center Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Senior Center</td>
</tr>
<tr>
<td>Location</td>
<td>Senior Center</td>
</tr>
<tr>
<td>Reports To</td>
<td>Community Services &amp; Recreation Director</td>
</tr>
<tr>
<td>FLSA Category</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>EEOC Category</td>
<td>Service and Maintenance</td>
</tr>
<tr>
<td>Pay Group</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Pay Range</td>
<td>$15 - $20</td>
</tr>
</tbody>
</table>

GENERAL JOB DESCRIPTION

To provide non-emergency transport of seniors by accommodating wheelchairs, walkers, and strollers and offering safe custom transportation to and from the Senior Center, special activities, and events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

Ensures safety of seniors.

Visually inspects van for any defects and/or vehicle damage; checks operating systems: brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers and door-opening devices for proper operation before starting trips; validates registration and inspection stickers for vehicle are state compliant; certifies working condition of cellular phone.

Provides whatever assistance is required for boarding of senior; ensures wheelchair and passenger are properly secured before starting van.

Upon arrival, assists seniors in leaving van; inspects van to ensure that no personal items have been left behind.

Provides first-aid or CPR if required during senior transport; immediately notifies emergency personnel and supervisor if skilled assistance is required; completes report at end of day’s run.

Reports traffic accidents immediately to supervisor, requesting police or ambulance service as needed; assists injured persons from first-aid kit until these services arrive; completes company accident report.

When not transporting seniors, driver will report to supervisor for assignments.
Promotes positive public relations with seniors, family members and guests.
Uses tactful, appropriate communication in sensitive and emotional situations.
Acts appropriately in workplace and always adheres to dress code.
Perform all other duties as assigned.

EDUCATION & EXPERIENCE

High School Diploma or GED

Experience with vehicle emergency repairs; ability to change automobile tires and handle minor on-road maintenance.

Ability to operate a passenger bus, wheelchair lifts, and dollies/hand trucks.

LICENSES & CERTIFICATES

Possession of valid driver’s license.
Current CPR certification preferred.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

Vehicle maintenance and operation.
Basic knowledge of roads and addresses in Hutchins and surrounding areas helpful.
Knowledge of Spanish helpful.
Needs and problems of the elderly.
Records management skills.

Skill in:

Exercising sound independent judgment within general policy guidelines.

Ability to:

Understand and follow verbal and written instructions.
Remain calm in case of an emergency.
Perform work independently.
Interact with staff, senior citizens, and the public positively and pleasantly.
Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.