

**Town of Brewster
Job Description**

Position Title:	Bus Driver/Custodian	Grade Level:	Bylaw 1
Department	Council on Aging	Date:	May, 2018
Reports to:	Council on Aging Director	FLSA Status	Non-Exempt

Statement of Duties: Position provides for the safe and timely transportation of senior and disabled citizens to various locations throughout the Town of Brewster and other communities as scheduled. Employee provides assistance to patrons, as needed, while boarding and departing the bus. Employee performs custodial functions for the Council on Aging Building and Grounds, as needed. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the direct supervision of the Council on Aging Director where clear, detailed and specific instructions, department practices or regulations govern the work performed or are explained with each assignment. Questionable or unusual situations are referred to the supervisor for clarification and further instruction as necessary.

Supervisory Responsibility: The employee is not responsible for the regular supervision of other town employees.

Confidentiality: Employee does not have access to confidential information in accordance with the State Public Records law. As a position with immediate and constant contact with a vulnerable population, discretion and tact are required.

Accountability: Employee is responsible for maintaining safety and security and following established policies and procedures. Employee is responsible for solving minor problems and reporting larger potential problems. Consequences of errors or poor judgment may include time loss and slowdowns in the processing of the work, missed deadlines, adverse public relations, personal injury, jeopardized programs, and danger to public health/safety.

Judgment: Well defined or detailed rules, instructions and procedures cover all aspects of work. Judgment involves choosing between relatively clear and obvious options, referring complex situations and reporting problems to superiors.

Complexity: The work consists of routine or repetitive tasks and/or operations with some variations in well-known or established procedures.

Work Environment: Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or traffic, as well as inclement weather when transporting bus passengers and performing maintenance tasks.

Nature and Purpose of Relationship: Relationships are primarily with co-workers and the public. Contact with the public is required on a daily basis; employee is required to exercise patience and consideration in all contacts and communications.

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Occupational Risk: Duties generally do not present occupational risk. Personal injury could occur, however, through employee failure to properly follow established safety precautions or procedures when operating the department's transportation van.

Essential Functions:

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

- Employee is responsible for operating multi-passenger vehicles to transport clients to and from the Senior Center and other scheduled destinations as scheduled; receives daily schedule and routing from the dispatcher, but must remain in constant contact with the dispatcher.
- Employee assists with the coordination and maintenance of a daily and weekly schedule including keeping a detailed log of transportation destinations and times.
- Employee assists passengers boarding and departing the bus.
- Employee provides assistance to passengers with special needs, i.e. using a wheelchair.
- Maintains cleanliness of a multi-passenger vehicles and COA building and grounds. Reports any operational deficiencies to Department Head to schedule corrective action.
- Performs public information functions as assigned by the Director.

Recommended Minimum Qualifications:

Education and Experience: Position requires a High School Diploma or equivalent, and a minimum of one (1) year of prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Requirements and/or Certificates and Licenses: As a condition of employment, the employee is required to be CORI & SORI certified. Employee must have a valid Motor Vehicle Driver's License and is subject to passing random drug tests as administered by the Town and the Cape Cod RTA. CPR certification is preferred.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of department and state passenger van driving rules, regulations, and operation; knowledge of the street layout of the town and key landmarks and the surrounding communities. Familiarity with basic cleaning, janitorial and building maintenance protocols.

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Abilities: To drive a multi passenger vehicle safely, be aware of surroundings, and assist passengers with special needs as required. Able to uphold policies and follow procedures and maintain clean functional surroundings. Ability to accept and understand directions and instructions in English and in writing.

Skills: Must have good interpersonal oral communication skills. Must be patient, considerate, and sensitive to the needs of elders and disabled persons when operating the COA bus. Excellent driving skills.

Physical Requirements

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

Physical Skills: Little or no physical demands are required to perform driving duties. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is required to lift objects such as wheel chairs or grocery bags carried by bus passengers. For janitorial duties, employee must be able to climb ladders, kneel, crouch, reach, push, pull, sweep, and lift items of up to 50 lbs.

Motor Skills: Duties require the application of hand eye coordination with finger dexterity and motor coordination associated with the operation of a passenger van. Custodial duties require manual dexterity for tasks like painting, cleaning, sweeping, mopping, vacuuming, dusting, etc.

Visual Skills: Employee is routinely required to read documents, labels and road signs while operating a multi-passenger vehicle for general understanding.