

JOB TITLE: GATRA BUS DRIVER
STATUS: NON-EXEMPT
CLASSIFICATION: GRADE M

Definition

Part-time employee responsible for transporting senior citizens and handicapped residents to medical appointments, shopping, COA site and other trips as permitted from their home under the Dial-A-Ride Van service.

Supervision

Works under the supervision of the GATRA Dispatcher and the Council on Aging Director.

Work Environment

Responds to requests from senior citizens and handicapped residents who are in need of transportation. Hours and schedule to be determined by the GATRA Dispatcher.

The employee has constant contact with the senior and handicapped population requiring courtesy, patience and tact. Employee also has direct communication with the GATRA Dispatcher, agencies, medical offices, etc., during the course of the day to day operations.

Essential Function

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 statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Transport residents from location to location according to the route and schedule developed by the GATRA Dispatcher.

Collect fares from riders.

Clean and inspect van daily.

Recommended Minimum Qualifications

Education and Experience

High school diploma; valid Massachusetts driver's license and one year of experience in transportation services required; experience working with elder clients preferred; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Ability to provide services to the seniors with patience and compassion. Ability to communicate effectively with program participants and volunteers.

Physical Requirements

Moderate physical effort is required to perform duties. The employee is frequently required to stand, talk, hear, and use hands to operate tools and equipment.

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.