

**TOWN OF LEBANON  
JOB DESCRIPTION**

**VAN DRIVER**

**Education:** High School Diploma or Equivalent

**Supervision:** The day to day activities fall under the direction of the Dispatchers with administrative supervision from the Commission on Aging and First Selectman.

**Duties:**

- Drive passengers to appointments, shopping and programs within the Town of Lebanon and surrounding towns.
- Assist passengers with packages and with getting on and off the van, including passengers using wheelchairs or walkers.
- Secure all wheelchair passengers with appropriate restraining devices as provided on van.
- Maintain van, including but not limited to, fueling, cleaning, daily safety checks and routine service schedule.
- Maintain an accurate accounting of van activities, including passenger pickups, donations, gas and mileage.
- Maintain communication with Dispatcher, First Selectman and Commission on Aging Chairman.
- Perform office duties when not driving, including answering the phone, scheduling pickups, etc. in the absence of the Dispatcher.
- While performing Van Driver duties, the employee will be working in outdoor weather conditions.
- The above describes the most significant duties performed and is not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

**Required Skills, Knowledge and Abilities:**

- Thorough knowledge of traffic laws.
- Ability to safely drive a van.
- Ability to establish and maintain effective relationships with seniors and disabled residents, employees, general public, Board of Selectmen and Commission on Aging.
- Ability to read schedules and maps.
- Ability to receive and send communications via mobile radio.
- Ability to get in and out of van on a constant basis.
- Ability to handle and operate all van controls.
- Ability to secure wheelchair tie-down system.
- Ability to move and/or lift a wheelchair with passenger.

**Requirements:**

- Valid Connecticut Drivers License Class 2, with "T" Restriction/endorsement.
- Ability to pass a criminal background check and drug/alcohol test made prior to hire.
- Attendance at an annual safety program.
- Drivers may be required to take an annual driving test.

**Other:**

- The vans are equipped with automatic transmissions, handicap lift, with floor tie-down system, voice activated mobile communication system and telephone.
- Vans are to be parked/kept on Town of Lebanon property.