



Hartland Senior Activity Center

Senior Transportation Driver – Part-time Job Description

JOB STATEMENT: This position will fulfill the following tasks, responsibilities, qualifications, and other assigned duties under the supervision of the Senior Center Director.

QUALIFICATIONS: Possess a valid Chauffeur license, CDL preferred. All drivers must have a good driving record and work well with older adults and individuals with disabilities.

JOB DESCRIPTION: To drive senior vehicles owned by the Hartland Consolidated School district to provide transportation to senior adults and disabled individuals and theirs if necessary.

ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Drive vehicles in a safe and conscientious manner.
2. Assist passengers in and out of vehicles and, if necessary, in and out of their homes.
3. Help load and unload packages into vehicle.
4. Keep cellular phones charged and turned on while on duty.
5. Pump gas according to H.C.S.D. bus garage instructions.
6. Make sure vehicles are fueled and ready for operation the next day.
7. Keep vehicles clean inside and out as time permits.
8. Fill out daily route sheet.
9. Complete daily safety inspections according to forms and turn into the transportation bus garage.
10. Put in work orders as needed and every 3000 miles for oil changes.
11. Do shopping and other senior center errands as needed.

All employees of the Hartland Senior Activity Center are expected to treat each customer, client, participant and member of the general public we meet with the utmost respect, dignity, care and concern.

Pay Rate: \$14 per hour
Hours: 2-3 days per week/15-25 hours