



JEFFERSON COUNCIL ON AGING ABILITY IS AGELESS



Job Title:	Client Participation Driver
Location:	Bridge City Senior Center
Department:	Transportation
Supervisor:	Rose Jenkins
FLSA:	Non-Exempt
Last day to apply:	May 16, 2024
Hourly rate of Pay:	\$11.00

Summary:

Driver is responsible for the transportation of clients from their home to a designated Senior Center or special event arranged by a JCOA designated person.

Essential Duties and Responsibilities:

- Drive safely and defensively at all times.
- Obey all traffic laws (including cell phones) and drive in a reasonably safe manner.
- Pick up each participant at his/her designated place for pickup.
- Bring all participants to their general meal or event site.
- Take each participant back to his/her place of pickup.
- Treat all program participants with respect.
- Participate in all training programs for the improvement of work performance as assigned by the Transportation supervisor
- Properly complete transportation sheets and other necessary forms.
- All incidents/accidents involving staff, seniors, or the public that occur either on the bus, or when entering or exiting the bus, must be reported promptly to the Transportation Supervisor or management. A JCOA Incident and/or Accident Report Form must be completed and submitted.

Special Requirements:

- Adhere to the policies stated in the Vehicle Management Policy.

Vehicle Maintenance

- Accurately maintain daily and monthly records of mileage and gas purchases on forms furnished by JCOA and DOTD.
- Complete oil changes and lubrication as scheduled

- Update brake tags (yearly).
- Complete any necessary reports/forms concerning operation of vehicle.
- Report the need for service and repair maintenance immediately to JCOA Transportation department supervisor
- Keep the interior and exterior of the vehicle clean and safe.

Supervisory Responsibilities:

“This job has no supervisory responsibilities”.

Qualifications:

- Must have a current, valid Louisiana driver’s license
- Have a clean driving record
- Must be able to read and write basic English.
- Be able to pass a personal and driving background check.
- Know basic maintenance of vehicle.
- Knowledge of geographical area helpful.
- Knowledge of proper use of 2-way radio.

Education and/or Experience:

- CPR, 1st Aid, DDC & PASS experience preferred but training is available.
- Understanding of elderly.

Computer Skills:

Some computers related to vehicle operation

Physical Demands:

- Physically capable of getting in and out of vehicle frequently, and ability to tolerate frequent changes in weather and driving conditions.
- While performing the duties of this job, the employee is regularly required to sit, bend, squat, push, pull and talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is frequently required to stand and reach with hands and arms. Specific vision abilities required by this job include ability to adjust focus.

Jefferson Council on Aging Inc. believes that each employee makes a significant contribution to the success of the organization, and that contributions should not be limited by assigned responsibilities. Therefore, this job description is designed to outline essential functions, duties and qualifications, but not limit the incumbent to just the work identified. Each employee is expected to offer his/her talents, expertise, and services when necessary to ensure the achievement of this organization’s goals.