SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Senior Citizen's Driver

Revision Date: 02/06
EEO Function: Parks & Rec
EEO Category: Paraprofessional
Status: Non-exempt
Control No: 50770

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Recreation Division Head or Recreation Coordinator, drives and operates an 11 and 18 passenger vehicle for the purpose of transporting senior citizens throughout the city.

III. Essential Duties

- Drive a passenger van/ bus.
- Load and unload senior citizen passengers.
- Pick up and drop off senior citizens at their residences.
- Fuel and maintain a operability and cleanliness of the vehicles.
- Transport senior citizens to various activities and events.
- Maintain records of vehicle maintenance, operation, and senior citizens transported.
- Exercise sound customer service skills with seniors.
- Ensures safety of staff and citizens.
- Report any concerns about passengers or vehicle to Recreation Coordinator or Division Head.

IV. Marginal Duties

- Occasionally learn new addresses.
- Perform other duties as assigned.

V. Qualifications:

Education: High School Diploma or equivalent

Experience: Six months closely related work experience; acceptable driving record (which meets Sandy City's Insurance requirements) is necessary.

License: Must possess a valid Utah Commercial Driver's License (CDL).

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Vehicle maintenance and operation; records maintenance skills; basic knowledge of city address system; safety standards and other risk management principles.

Responsibility for: Great responsibility for the safe transportation of senior citizens throughout the Salt Lake Valley; vehicle maintenance and cleanliness.

Communication Skills: Contacts with City and County personnel; frequent contact with senior citizens.

Tool, Machine, Equipment Operation: Regular use of vehicles to transport senior citizens. Regular use of mobile phone.

VI. Working Conditions:

Generally comfortable working conditions; frequent physical exertion lifting and supporting while loading and unloading passengers; work is routine and requires only occasional supervision; frequent exposure to heat, cold wet and humid driving conditions; requires some weekend, evening and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.