

**Barren River Area Development District (BRADD)
Position Description**

Class Title: Van Driver (Part Time)

Department: Aging Services

Supervisor: Senior Center Program Coordinator/ Senior Center Manager

Supervises: None

Exempt Status: Non-Exempt

Class Characteristics: The Van Driver will ensure home delivered meals are transported/delivered to the clients home throughout the BRADD region, encompassing Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson, and Warren Counties. Additionally, they are responsible for transporting seniors to and from the centers. The Van Driver is responsible for operating the vehicle(s) in a safe manner and must follow all traffic rules. The Van Driver keeps confidential and accurate records of meals delivered and transportation services provided to participants.

General Duties and Responsibilities:

Essential:

1. **Meal Delivery:** Involves transporting/delivering meals (congregate and home delivered) to senior center(s)/nutrition site(s), and to homebound participants within a county/counties each day. This duty will consist of:
 - Pack home delivered meals in cooler(s)/carrier(s);
 - Load van with meals;
 - Ensure food safety and proper handling procedures throughout delivery process;
 - Transport to senior center(s)/nutrition site(s);
 - Unload meals at senior center(s)/nutrition site(s);
 - Deliver meals to home delivered meal participants; and
 - Clean coolers/carriers following deliveries.

2. **Vehicle Operation and Maintenance:** Involves safely operating a fleet vehicle. This duty will consist of:
 - Follow all traffic rules/laws;
 - Follow established meal delivery routes and adhere to time schedules;
 - Fill up the fleet vehicle(s) routinely with fuel using the appropriate BRADD vehicle credit card;

- Clean the interior and exterior of the vehicle(s); and
 - Conduct routine inspections on the fleet vehicle(s) and report any issues to the appropriate individual(s).
3. **Record Keeping:** Involves completing and maintaining vehicle records, meal delivery records, and confidential participant records. This duty will consist of:
- Complete daily vehicle-related records;
 - Maintain confidential and accurate records of meals delivered;
 - Complete and submit vehicle maintenance request forms;
 - Keep track of time spent delivering meals in each county;
 - Submit fuel receipts; and
 - Complete and submit vehicle logs.
4. **Transportation:** Involves transporting seniors to and from the senior center, as well as other locations (i.e., bank, pharmacy, post office, and grocery store). This duty will consist of:
- Ensure the safety of participants while in the vehicle; and
 - Transport seniors to various locations.
 - Provide minimal assistance to passengers, assist with packages, canes, walkers, wheelchairs, etc.
5. **General Operations:** Involves assisting the regional kitchen staff and senior center staff as needed. This duty will consist of:
- Cover/operate senior center(s)/nutrition site(s);
 - Assist with general cleanup of the regional kitchen, appliances, etc.;
 - Gather supplies from lists to be delivered to senior center(s)/nutrition site(s);
 - Follow meal/food safety guidelines;
 - Package frozen meals for delivery; and
 - Participate in training.
6. **Other Tasks:** Perform other tasks as assigned.

MINIMUM QUALIFICATIONS

Training and Experience:

1. Possess valid driver's license.
2. Must have at least a high school diploma or equivalent
3. Pass all background checks and drug screenings.
4. One (1) or more years of related work experience is preferred.
5. Good driving record.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of record keeping and reporting requirements.
2. Knowledge of logistics, routing, and delivery methods.
3. Knowledge of non-profit operations, organizations, functions, and challenges.

Skills:

1. Skilled in oral and written communication.
2. Skilled in following directions.
3. Skilled at paying attention to details.
4. Skilled in reasoning, problem-solving, and organization.
5. Skilled at organizing and maintaining accurate files and records.
6. Skilled in establishing and sustaining interpersonal relationships.

Abilities:

1. Ability to be present and punctual.
2. Ability to prioritize work and meet deadlines.
3. Ability to work under stressful situations with patience and tact.
4. Ability to work within a team.
5. Ability to identify workload, be flexible, and prioritize changing workloads.
6. Ability to prepare and maintain accurate records.
7. Ability to establish and maintain effective working relationships with funding agencies, contractors, officer, and employees of the organization.
8. Ability to maintain confidentiality.
9. Ability to exercise judgment.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of the work are covered specifically, but also must use own judgment.

Review of Work: Supervisor spot checks works as being completed, work is reviewed upon completion.

Tools, Equipment and Vehicles Used: Basic office equipment; must drive vehicle as a job requirement.

Physical Demands: Sit for extended periods of time; stand and walk for extended periods of time; reach, stoop, crouch, bend, and work in cramped spaces; ascend/descend ladders; ability to lift and carry approximately 50 pounds; fine motor skills; must operate a vehicle and other equipment as a requirement of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Moderate

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain valid driver's license.

Availability: Regular Business hours (part time hours); Regular travel within the region.

Certification Requirements: See Training and Experience Requirements. Must attend any scheduled training as required by DAIL. Must maintain valid CPR and First Aid certification.

Additional Requirements: Negative TB skin test, proof of vehicle insurance, pass criminal background checks. Sensory requirements include sight; hearing; speaking.

Overtime Provision: Non-Exempt

BRADD Mission Statement:

The mission of the Barren River Area Development District is to preserve and advance the quality of life and economic well-being for all citizens of the BRADD through regional collaboration.

**The above job description is intended to describe the general content of and the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, requirements or responsibilities.*