



## **NOTICE OF VACANCY - PART-TIME VAN DRIVER**

### **Job Summary:**

This is a part-time, on call, non-union role tasked with driving vans to safely transport elders or people living with a disability to various destinations in Salem and nearby communities. The Driver will have a regular set schedule and may be asked to stay later or assist with evening functions on occasion. The person in this position reports directly to the Transportation Coordinator.

### **Duties include:**

- Safely and punctually transporting elderly and people living with disabilities in an 8-14 passenger van with automatic transmission;
- Following a routing schedule and navigating roadways efficiently;
- Interacting with elderly and passengers living with disabilities with courtesy and respect;
- Maintaining viable communication and working relationships with other van drivers to maximize efficiency of transportation services;
- Occasionally assisting passengers with loading or unloading in cases of wheelchair or walker use. Occasional use of operating a lift is required Making safety checks of all operating equipment, including two-way radios; reporting any van malfunctions to the supervisor for repair;
- Keeping accurate records of passengers conveyed;
- Keeping weekly records of mileage and gasoline use and conducting a routine pre-check on the vehicle (including but not limited to tires, gas, oil, battery water, directional signals, seat belts);
- Reporting accidents or incidents, of any nature, relative to vans or passengers;
- Updating dispatcher throughout shift as schedule is executed;
- Observing changes in habits of passengers/reporting changes to supervisor; and
- Other duties as assigned.

### **Requirements:**

- A valid Class II Massachusetts driver's license and evidence of a safe-driving record, as generated by the Registry of Motor Vehicles;
- Demonstrable patience and interest in elderly and/or those living with a disability; and
- Willingness to take occasional training courses (at no cost), at the discretion of the Transportation Coordinator or Council on Aging Director.

### **Strongly preferred:**

- Demonstrable knowledge of Salem streets and neighborhoods.
- Ability to speak Spanish

### **Physical Demands/Work Environment:**

- Employee is required to drive to perform this job, and employee must be mobile and be able to communicate with others. Reasonable accommodations may be made so that individuals with disabilities can perform the essential functions. Work is performed primarily in an 8-14 person van, some office work takes place where the noise level is moderate. Employee may be subject to inclement weather.

### **Hourly wage:**

- \$15.75 per hour starting pay

### **How to apply:**

- Send cover letter and resume to [tarnold@salem.com](mailto:tarnold@salem.com).

CITY OF SALEM, Human Resources, Lisa B. Cammarata, Director  
98 Washington St., 3rd Floor, Salem, Massachusetts 01970

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