



**TOWN OF HOLLISTON
JOB DESCRIPTION**

JOB TITLE:	RELIEF DRIVER	DATE:	09/5/2023
DEPARTMENT:	HOLLISTON SENIOR CENTER	GRADE:	100
REPORTS TO:	DIRECTOR, HOLLISTON SENIOR CENTER	FLSA:	NON-EXEMPT

POSITION PURPOSE:

Provides transportation to Holliston Seniors and disabled adults for medical appointments, grocery shopping, senior center programs, local errands (bank, pharmacy, post office) as well as social activities.

ESSENTIAL FUNCTIONS:

Provide door to door transportation for Holliston seniors and disabled adults as scheduled by the transportation coordinator. Record all rides on the on board electronic scheduling device, Ranger, each time a passenger is picked up or dropped off. Perform vehicle safety check and clean out bus daily. Assist center staff with with set up and other small tasks as needed.

SUPERVISION:

Works under the general direction of the Outreach/Transportation Coordinator and is directly responsible to the Director, Holliston Senior Center.

RECOMMENDED MINIMUM QUALIFICATIONS:

Possess a current State Driver's License and have the ability to pass a Driving Record Check.

ADDITIONAL REQUIREMENTS:

Ability to complete state required driver trainings at employment onset and every two years thereafter. Knowledge of area roads and local medical facilities. Ability to be flexible with varying hours and schedules as needed. Must be courteous and sensitive to the needs of the elderly and disabled population.

Ability to pass Town of Holliston background process and become CORI certified.

PHYSICAL REQUIREMENTS:

Employee is regularly required to walk, stand, sit, and speak. Vision and hearing at or correctable to a normal range. Able to reach with hands and arms as in picking up paper, files and other common office objects. Employee may be required to stoop, bend and lift or move objects weighing up to 50 pounds.

NOTES:

The essential functions or duties listed herein are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.