

DATE: Jan. 1, 2018

Position Title: **Demand Response Van Driver**

Department: Town of Hopedale, MA - Council on Aging

Name of Employer: Town of Hopedale, MA

Main Function: Drivers with a positive attitude will transport Hopedale seniors and disabled adults to locations in the Hopedale/Milford area as well as occasional out of the area locations.

Reports to: Hopedale Council on Aging Director

Duties: Transport and assist elderly and disabled passengers. Provide a professional and friendly environment. Follow guidelines and training practices to ensure trips are conducted in a safe and timely manner. Report ridership counts and follow daily directives of the Hopedale Sr. Center Director. Keep a routine check on vehicle fluids, tires, systems etc. Secure vehicle at end of each day.

Work Hours: Flexible schedule Mondays, Wednesday and Fridays.

Work schedule days/times may change in the future.

Pre-employment Requirements:

Must be 25 years or older

Valid driver's license

Must have 3 years of driving experience in the U.S.

Knowledge of local streets/roads/facilities.

Pass a Drug Screen

Pass a CORI background check

Clean driving record (Driving History report from registry required)

Complete a MWRTA training program which consists of CPR, First Aid, wheelchair securement, defensive driving and other topics deemed necessary prior to operation of the vehicle.

This is a non-benefited position.

*All candidates must complete an employment application (Town Website, Town Hall or Hopedale Sr. Center). Please return completed applications to:

Carole Mullen- Hopedale Sr. Center - 43 Hope St. Hopedale, MA 01747