

Oak Park Township

JOB DESCRIPTION

Strengthening our community through programs that support the health and well-being of all residents.

Job Title: Part-Time Driver

FLSA: Non-Exempt

Department: Senior Services

Grade: 9

Reports to: Transportation & Nutrition Managers

Date: 11/2022

Job Summary

JOB OPENING OAK PARK TOWNSHIP DRIVER – Part TIME (\$17 - \$20hr dependent on experience)

The Senior Services Part-Time Driver is responsible for driving passengers and/or packages to locations; assisting passengers as necessary to embark and disembark from vehicle pursuant to established procedures; delivering packages to assigned locations; maintaining the assigned vehicle in a clean condition; checking the assigned vehicle for compliance with established safety and maintenance standards.

Essential Job Functions

1. Picks up and delivers passengers according to established procedures; assists passengers, including those in wheelchairs, to embark and disembark from the bus.
2. Picks up and delivers packages according to the assigned routes and established procedures ensuring timely and efficient loading and unloading of passengers/packages.
3. Utilizes electronic routing software according to procedures and communicates any problems with dispatch.
4. Maintains complete, accurate and timely daily log sheets and route sheets, including confirmation of the number of passengers/packages, methods of payment, fuel, etc.
5. Inspects assigned vehicle each day pursuant to an established check list, including lights, fluid levels, tires, belts, hot and cold compartments (if applicable).
6. Maintains general running conditions and daily cleanup/sanitizing of assigned vehicle including cabin, rider area, food compartments, etc.
7. Ensures adequate fueling of vehicles per program standards.
8. Empties fare box and delivers to Transportation Manager and/or Dispatcher daily.
9. Completes food safety training as required.
10. Observes and ascertains the well-being of participants and reports problem conditions to appropriate manager
11. Adheres to assigned routes and follows written/oral directives.
12. Maintains a neat, clean appearance including Township issued apparel.
13. Attends meetings and various training seminars and conferences as required.
14. Training and providing shadow opportunities for new potential drivers.

Oak Park Township

JOB DESCRIPTION

15. Availability for evening/weekend/holiday opportunities to represent the Township, as needed.
16. Performs other duties as assigned.

Material and Equipment

- Paratransit transportation bus with lift-equipment.
- Home Delivered Meal Truck with hot/cold compartments

Minimum Qualifications

Education and Experience:

- High School Diploma or equivalent
- Experience with paratransit preferred
- Social Service background preferred
- At least one year customer service experience required

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

License(s) and Certification(s)

- Safe driving record as demonstrated by the Secretary of State Driving Record Abstract within 15 days of hire and annually thereafter

Knowledge, Skills, and Abilities

Knowledge of:

- Streets in Oak Park, River Forest, and Forest Park

Skill In:

- Time management
- Customer service
- Verbal communication

Ability to:

- Maintain professional composure and take appropriate action when confronted with difficult situations
- Maintain a safe driving record and proper food handling procedures
- Utilize electronic routing software, tablets, scanning devices, as needed
- Effectively work as part of a team and maintain a flexible mindset

Physical Abilities:

- Sit, drive, hear and speak for extended periods.

Oak Park Township

JOB DESCRIPTION

- Ability to climb multiple flights of stairs/ramps easily to deliver packages to assigned participant's home
- Ability and willingness to work in various weather conditions
- Reach into truck to put meals in and pull meals out of truck
- Lift up to 50 pounds.