

**Town of Georgetown**  
**NOTICE OF JOB POSTING**  
Van Driver

**Posting Date: May 30, 2007**

A vacancy exists at the Council on Aging, for one (1) Van Driver on a part-time basis for 12 hours a week.

**GENERAL OVERVIEW**

The Van Driver for the Georgetown Council on Aging is under the supervision and general direction of the Director of the Council on Aging.

**DUTIES**

- ◆ Transport seniors - food shopping, banking, meal sites, social events, programs and to medical appointments.
- ◆ Keeps records of all new and existing clients.
- ◆ Adheres to safe driving techniques and van procedures as determined by the Director of Elder Services.
- ◆ Keeps a routine check on the vehicle (including, but not limited to, tires, gas, oil, battery water, directional signals, seat belts) thereby performing preventive maintenance.
- ◆ Cleans vehicle when necessary.
- ◆ Reports deficiencies and problems with the vehicle to the Director as soon as possible for necessary repair work.
- ◆ Locks and secures vehicle at the end of each day.
- ◆ Reports clients who may have problems to Outreach Worker.
- ◆ Assist Outreach Workers in evaluating clients.
- ◆ Provides other related duties as assigned.
- ◆ Assists with trip planning and scheduling.
- ◆ Picks up Elder Brown Bag food packages and distributes (once a month).

**QUALIFICATIONS**

- ◆ Class III Drivers License with good driving skills and driving record.
- ◆ Sensitive to the needs of elders.
- ◆ Courteous, patient, friendly, cheerful when serving seniors.
- ◆ Trustworthy
- ◆ Ability to keep accurate records.
- ◆ Cooperation in providing a variety of duties as assigned.
- ◆ Ability to perform with latitude for individual judgment.
- ◆ CORI check required.

**Compensation**

\$11.64 hourly. Position is subject to the terms and conditions of the Town of Georgetown's Personnel Bylaw.

**Application**

Letter of application and/or resume to be submitted to Stephen L. Delaney, Town Administrator, 1 Library Street, Georgetown, MA 01833 or emailed to [Jpantano@georgetownma.gov](mailto:Jpantano@georgetownma.gov).