



POSITION: Part-Time Medical Transportation Driver

DEPARTMENT: Office on Aging

SALARY: Commensurate with experience, fixed in accordance with the provisions of the ordinances governing the salaries. The acceptance of tips is strictly prohibited, as per Borough policy.

Summary:

The South River Office on Aging requires a part-time medical transportation driver, approximately 15-20 hours per week, to transport borough senior citizens to non-emergency, non-surgical medical appointments, as scheduled by the Office on Aging. Additionally, driver may also serve as back-up for necessity and/or excursion transportation on an 'as needed' basis.

Equipment Used:

Office on Aging van and/or buses as required
Computer (internet); copy machine; fax machine

Certifications/Experience:

Valid New Jersey Driver's License - required
Current CDL with Passenger Endorsement; Air Brakes Certification – preferred
Prior medical transportation experience – preferred

Source of Authority:

Office on Aging Director
Borough Administrator

Major Responsibilities:

1. Provide safe, timely and professional round-trip transportation to registered members of the South River Office on Aging to scheduled non-emergency, non-surgical medical appointments within the pre-determined, specified coverage area
2. Follow all Federal, State and local traffic and safety regulations
3. Complete pre-trip vehicle checklist on a daily basis, prior to picking up passengers
4. Submit required forms for maintenance issues/concerns and necessary repairs
5. Maintain registration, insurance documentation, EZ Passes, keys and fuel for vehicles
6. Enforce Office on Aging Policies and Procedures
7. Maintain vehicles by cleaning windows and seats and keeping traffic areas free of debris
8. Ensure all legal signage is posted in vehicles and updated as needed
9. Review reservation paperwork on a daily basis with scheduling assistant

Required Skills:

1. Pleasant and patient disposition
2. Strong verbal communication skills
3. Ability to enforce rules and regulations
4. Ability to adhere to a stringent time schedule
5. Ability to work as part of a team

Dress Code:

Attire must be suitable for the position in order to maintain the professional image of the Office on Aging. Shoes must meet all license and safety regulations.