

USC Leonard Davis School of Gerontology

Job Posting: The Unity Council May 9, 2006

Job Position: Van Driver for Senior Services

Job Qualifications:

- Valid California Class B driver's license.
- Current DMV Report, clean driving record for past 10 years.
- Must Possess CPR/First Aid Certification.
- Must pass physical exam.
- Perform basic math, writing, clerical tasks, maintain record and files.
- Must be able to enter data on a computer.
- Dependable, punctual, courteous, and possess excellent customer service skills.
- Must be cordial, well-groomed, efficient and energetic.
- Familiarity with driving throughout Oakland area.
- Experience with elderly population preferred as well as the ability to work in a multicultural environment.
- Must be bilingual English/Spanish.

Physical Requirements:

- Ability to sit for long periods of time, stand, stoop, reach and bend
- Mobility of arms to reach and dexterity of hands to grasp
- Perform work which requires lifting, pushing and/or pulling
- Ability to lift 50 lbs.

Job Description:

This position is responsible for transporting seniors to various locations throughout the day. The position reports to Program Manager of the Fruitvale-San Antonio Senior Center.

Duties include:

- Provide transportation for seniors for daily trips that include a regular route, appointments, field trips, and special functions as directed by the supervisor.
- Operate a 16 seat passenger vehicle safely and efficiently.
- Adhere to transportation requirements of the auto insurance company.
- Assist passengers in boarding and exiting vehicle. Load and unload packages and other items.
- Immediately report accidents or other safety situations to supervisor.
- Inspect exterior and interior of vehicle at beginning of each shift for properly operating headlights, turn signals, brake lights, interior holding bars, doors, air-conditioning, mirror adjustment, properly inflated tires, windshield wipers, and vehicle damage prior to operating the vehicle.

- Ensure inside and outside of vehicle are properly cleaned and fueled on an ongoing basis. Keeps interior of vehicle neat and orderly.
- Monitor vehicle condition and records, malfunctioning items or damage on a specified vehicle report form and submit to supervisor.
- Must be able to read, understand and complete vehicle forms, and read and understand inter-office communications, schedules or other documents.
- Accurately complete and sign-off driver trip sheet for each shift with information including number of passengers, pick-up and drop-off times, mileages, destinations.
- Learn and remember locations of various destination points serviced by the seniors including doctors, entertainment and attraction sites.
- Treat all seniors and staff in a courteous, friendly and professional manner.
- Comply with Federal health and safety standards governing "Physical Qualifications for Drivers" or applicable waiver.
- Complete on-going education on safety, transportation, vehicle maintenance, diversity and other specified trainings.

Contact:

Submit cover letter and resume to:

The Unity Council
Attention: Ronald M.A. Demerin
Human Resources Manager
3411 E .12th Street, Suite 200
Oakland, CA 94601
E-mail: rdemerin@unitycouncil.org

In your cover letter, identify the source of this job announcement, list familiarity with computer applications, and your salary requirement. Your application will not be considered if these prerequisites are not answered.

Interview Process: Because of the volume of anticipated responses, only those applicants who meet the required qualifications will be contacted for an interview.

*The Unity Council is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.*