



**Job Title: Van Driver (passenger endorsement on driver's license)**

**Location: Addison Place at Glastonbury, CT 06033**

**Hours: Part Time Every Other Weekend**

**Job Summary:**

Responsible for providing safe, courteous transportation service and serve as support staff for the Activity Director. Coordinates vehicle pre-maintenance, maintenance, and repair to ensure vehicle longevity.

**Duties and Responsibilities:**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Drives vehicle from community to social and other various destinations according to assigned schedule.
- Assists residents into and out of vehicle in a safe manner.
- Secures passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip.
- Practices safe driving techniques at all times.
- Cleans and services vehicle with fuel, lubricants, and accessories and reports & coordinates vehicle maintenance repairs.
- Establishes and monitors daily and weekly trip inspection & preventative maintenance programs and maintains records regarding the maintenance of all vehicles.
- Assists the Activity Department in activities and programs as needed.
- Assists the Maintenance Department as needed.
- Ensures charges are submitted to the business office daily for community travel expenses.
- Maintain a safe driving record according to company guidelines.
- Handles emergency situations and basic First Aid.
- Reports potentially unsafe conditions.
- May perform other duties as assigned.

**Minimum Qualifications:**

**Requires a Passenger Endorsed License.**

- High school diploma or general education degree GED or one to three months related experience and/or training: or equivalent combination of education and experience.
- Five years proven safe and accident-free driving record and knowledge of vehicle preventative maintenance programs are required.
- Able to operate 7 to 16 passenger bus, limousine or car, tire changing equipment, First Aid Kit, wheelchair lift, and dollies/hand trucks.
- Experienced with vehicle emergency repairs, able to change automobile tires and handle minor on-road maintenance.
- Knowledgeable of all streets within an 8-mile radius of the community.

**Required Behavior:**

- Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
- Able to clearly present information through the spoken word; reads and interprets complex information; talks with residents, family members and customers; listens well.
- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Able to work cooperatively with a group of people to achieve goals and objectives.
- Able to be tactful; maintains confidences, and fosters an ethical work environment; prevents inappropriate behavior by coworkers; gives proper credit to others; handles all situations honestly.
- Able to keep an open mind and change opinions on the basis of new information; performs a variety tasks and changes focus quickly as demands change; manages transitions effectively from task to task; adapts to varying customer needs.

**To apply or refer a qualified applicant please send completed application and or resume to Sandra Carlmark at [SCarlmark@hallkeen.com](mailto:SCarlmark@hallkeen.com)**