



# Town of Holbrook

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TOWN OF HOLBROOK  
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Board of Public Works

## **TOWN OF HOLBROOK JOB POSTING BUS DRIVER – COUNCIL ON AGING**

The Town of Holbrook seeks applicants for a part-time (18 hours per week) position of Bus Driver for the Holbrook Council on Aging. Complete job description is attached. This position is subject to the provisions of the Town of Holbrook By-Laws, Section 10 – Salary Administration Plan. Resumes should be submitted to William J. Phelan, Town Administrator, Town of Holbrook, 50 North Franklin Street, Holbrook, MA 02343, by 4:00 pm on Monday, February 4, 2013. EOE/AA

## JOB DESCRIPTION

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### BUS DRIVER

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TOWN OF HOLBROOK

**Position:** The bus driver will transport seniors, providing assistance and safety in all areas of transport, and will maintain the care and appearance of the COA bus, referring it for service when necessary.

**Reports to:** COA Coordinator

**Qualifications:**

- Valid driver's license and good driving record (any combination of training and experience in motor vehicle operation)
- Courteous and sensitive to the needs of seniors
- Awareness and practice of safety principles
- Good social and intercommunication skills
- Knowledge of streets/ roads/ community facilities/ maps
- Ability to understand and follow oral directions
- Some knowledge of existing community services helpful
- Willing to take CPR training
- Ability to maintain working relationships with peers and supervisor
- Ability to perform duties with good individual judgement

**Responsibilities:**

- Assist passengers in getting on and off the van by opening doors and offering assistance to any persons needing it
- Assure that senior has entered house before leaving
- Assist with 2-3 bundles/ and or packages (as needed)
- Report any abnormalities with seniors to coordinator that may be a concern for their well being
- Adhere to bus driving policy as determined by COA Coordinator
- Keep routine check on vehicle (tires, gas, oil, battery, water, signals, seat belts, etc.), and perform preventative maintenance, reporting problems with van to coordinator as soon as is practical
- Maintain cleanliness of vehicle at all times
- Keep daily record of mileage and gas used – submit weekly
- Keep daily log of hours worked
- Utilize mobile communication system
- Secure and lock vehicle at the end of each day