

City of South San Francisco  
Human Resources Department

**Van Driver**  
Class Description

**Definition**

Under direction, transports senior citizens to and from the adult day care and senior centers; transports meals and supplies; performs routine clerical tasks; and does related work as required.

**Distinguishing Characteristics**

This classification is distinguished by its driving requirements and its responsibility for transporting participants of City services to and from sites.

**Typical and Important Duties**

1. Transports participants to adult day care or senior center programs.
2. Maintains necessary documentation, including daily log of odometer readings, number of riders served, and total number of miles logged.
3. Maintains a map indicating established routes for pick-ups.
4. Keeps accurate and current passenger and vehicle information.
5. Transports other clients to community functions and events, as needed.
6. Performs routine clerical tasks, such as filing, recordkeeping, answering phones, photocopying, and assembling documents for mailing, when not transporting passengers.
7. Transports daily meals from vendor to sites.
8. Transports meal supplies from vendor to sites.
9. Purchases and transports various program supplies for sites.
10. Performs other duties as assigned.

**Job-related Qualifications**

Knowledge of:

- Laws and regulations pertaining to driver and vehicle safety.
- Occupational hazards and safety practices and procedures related to the work.
- Techniques for dealing with the public, City staff, and family representatives in an effective manner.

Ability to:

- Operate safely a 20-passenger, wheelchair, lift-equipped vehicle.
- Drive and establish an efficient routing pattern based on passenger pick-up areas and location of services.
- Communicate and work effectively with public and staff.
- Demonstrate sensitivity to aging issues.
- Learn City streets and locations.
- Use maps and other directions to transport participants.

- Acquire a general knowledge of departmental policies and procedures.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Drive safely.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of experience driving Class B vehicles with an acceptable driving record. Experience in driving older or disabled adults is desirable.

Training:

Equivalent to the graduation of high school.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate valid California commercial driver's license, with proper endorsements and a satisfactory driving record.
- Possession of a current First Aid and CPR certification.
- Possession of a current medical clearance certificate.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

Physical Skills:

Dexterity to drive a large vehicle; sit for prolonged periods, stand, and walk; vision to read printed materials; hearing and speech to communicate in person and over the telephone; lift up to 50 pounds.

**Work Environment:**

Mobility to work in a field environment; exposure to outdoors, traffic, traffic hazards, and inclement weather.

**Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance.

**Additional Information:**

- Approved: April 2001
- Revised Date: June 2003, January 2004
- Former Titles: Recreation Leader III
- Abolished:
- Bargaining Unit: AFSCME
- DOI: Yes
- Status: Classified/Non-exempt
- Job Code: A510\X555