

# **Borough of Keyport, NJ**

## **Job Opportunity**

Title: Motor Vehicle Operator, Elderly and Handicapped Persons

Issue Date: February 15, 2019

Closing Date: March 20, 2019

Jurisdiction: Keyport

Salary: \$10 - \$25 per hour

Number of Positions: 2

Workweek: Part Time / may include weekends TBD

### **GENERAL DEFINITION OF WORK**

Under direction, drives, cleans, services, and makes minor repairs to motor vehicles used in transporting elderly, handicapped and mentally challenged passengers on assigned established routes and/or directly from their homes to desired destinations and back; does related work as required.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

- Assists senior citizens and the handicapped into and out of vehicles and escorts persons to and from their homes, doctors' offices, markets, and other places.
- Operates a hydraulic lift mechanism to assist passengers confined to wheelchairs, on and off vehicle, and assists them into and out of seats.
- Assists passengers boarding or dismounting vehicle by lifting heavy and cumbersome packages or, if needed, from the store and into person's home.
- Drives a bus on established route and/or operates van to transport the elderly, handicapped, and mentally challenged to and from their homes to hospitals, doctors' offices, markets, etc. on a demand response basis.
- May maintain general card file on regular passengers which lists nature of their illness, name, address, and telephone number of their doctor, and possible emergency treatment to be administered should passenger have epileptic seizure and/or heart attack.
- May render required emergency medical treatment.
- Checks vehicle for operating safety.
- Inspects vehicle at start and end of each trip for cleanliness and general condition.
- Checks, cleans, and performs minor servicing of vehicles.
- Maintains records of all trips.
- Prepares simple reports.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Inspects vehicle at start and end of each trip for cleanliness and general condition, and document results on a checklist.
- Responsible for the collection of a nominal fee to be collected from passengers

### **OTHER**

- Knowledge of safety precautions in dealing with the elderly and physically and mentally challenged persons.
- Knowledge of the care, maintenance, minor servicing, and competent, safe, and efficient operation of motor vehicles.
- Knowledge of appropriate procedures to be used in dealing with the elderly and physically handicapped and mentally challenged persons.
- Ability to learn the geography of the jurisdiction.
- Ability to understand the needs and special problems of the elderly and physically and mentally challenged and to deal with same in a compassionate, sympathetic, and calm manner.
- Ability to drive vehicles in a skilled and safe manner.
- Ability to check, clean, service, and make minor and emergency repairs to vehicles operated and to keep needed records.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

### **EDUCATION AND EXPERIENCE:**

- Graduation from high school or completion of GED

### **ADDITIONAL INFORMATION**

#### **LICENSE:**

- Appointee must possess a driver's license valid in New Jersey.
- Appointees are required to possess a valid Commercial Driver's License (CDL) and applicable passenger endorsements for the class and type of vehicle being operated.