



25215 West River Rd.  
Grosse Ile, MI 48138

**Title: Senior Transportation Driver**

Classification: Part-time

Wage: \$10.00 per hour

Reports to: Recreation Director

The Grosse Ile Recreation Department is seeking qualified applicants for a part-time, senior transportation driver. This position provides assistance to resident entering and exiting transport van. Provides transportation to doctors' appointments, and general local errands/appointments.

Duties:

- Utilizes resident transportation schedule and fees.
- Drive seniors to their scheduled appointments.
- Substitute if needed for Meals on Wheels Delivery.
- Communicate with seniors on bridge closings, events, and updates.
- Document fees, mileage, and communicate any vehicle maintenance issues.
- Washes and maintains township vehicle, routine checks on tires, oil changes, and general maintenance. Takes vehicle for routine maintenance (oil changes, brakes)
- Keep vehicle in good, clean, clutter free status.
- Must enjoy working with the senior population, be courteous and respectful at all times.
- Must have general knowledge of local area and pay attention to details.

Training, Experience, Certification:

- Must have a current MI driver's license.
- Must have clean driving record.
- Background Check will be performed.
- Chauffeur's license is required (upon 30 days of hire).
- Experience with transporting individuals.

Ability to:

- Follow all traffic laws pertaining to speed limits, road signs, closures, and safety.
- Maintain accurate mileage records.
- Utilize sound judgement and decision making skills based on experience, policy and procedure or knowledge of the setting.
- Provide excellent customer service and communication to our patrons.
- Communicate effectively both orally and in writing.
- Be able to assist passengers with lifting groceries, or any other items into the transport.
- Must be able to assist with walkers and canes in and out of the vehicle.

Hours: Monday-Friday 9am-4pm

Driving hours will be determined by scheduled appointments.