



CHRIS DAIGLE
Parish President

23405 Church Street
Plaquemine, LA 70764

Job Summary

Job Title	Department	Reports to	Pay Grade
Transportation Driver (FT/PT)	Council on Aging	Director of Council on Aging	5
Starting Pay Rate	FLSA Status	Supervisory Duties	Work Environment
\$16.14 hourly \$33,571 annually	Non-exempt	No	Office

The Council on Aging Transportation Driver is responsible for providing safe and reliable transportation services to seniors, as well as assisting with meal delivery and facility maintenance tasks as needed. This role is required to work onsite, with frequent travel throughout the parish.

Responsibilities

Job duties include, but are not limited to:

- Packaging meals for delivery to homebound seniors according to established guidelines and protocols
- Delivering meals to seniors' homes in a timely and efficient manner, ensuring that all deliveries are completed on schedule
- Providing transportation services for seniors to and from the COA facility, medical appointments, grocery stores, and other essential destinations as needed
- Ensuring the safety and comfort of passengers during transportation, including assisting with boarding and disembarking as necessary
- Maintaining cleanliness and hygiene of the transportation vehicle, including regular cleaning and sanitization of high-touch surfaces
- Ensuring that the vehicle is in good working condition by performing routine maintenance checks and reporting any issues to the appropriate authorities
- Assisting with facility maintenance tasks, such as wiping down tables, cleaning bathrooms, and emptying trash bins, to ensure a clean and welcoming environment for seniors
- Handling paperwork related to meal delivery, transportation services, and client assessments, ensuring accurate record keeping and documentation
- Filling out assessments and reports as needed to track service utilization, client needs, and program outcomes



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Qualifications

- High school diploma or equivalent
- Valid driver's license with a clean driving record and the ability to operate a passenger van safely
- Previous experience in transportation services, preferably working with seniors or individuals with special needs
- Knowledge of safe driving practices and traffic regulations, with the ability to navigate efficiently to various destinations
- Excellent interpersonal and communication skills, with a compassionate and patient demeanor when interacting with seniors
- Physical fitness and stamina to perform the duties of the job, including lifting and carrying meal packages and assisting passengers as needed
- Attention to detail and organizational skills for maintaining accurate records and completing paperwork
- Flexibility and adaptability to respond to changing needs and schedules, including occasional evening or weekend shifts
- Commitment to providing excellent customer service and support to seniors, promoting their independence and well-being

OTHER DUTIES AS ASSIGNED

Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

ESSENTIAL WORKER STATEMENT

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.

CERTIFICATIONS/LICENSES/REGISTRATIONS

Positions within this classification may require a valid Louisiana driver's license or a valid Louisiana Commercial Driver's License (CDL) Class A, B, or C with the necessary endorsements. If a license is required, it must be maintained for the duration of employment in this position.

ABOUT IBERVILLE PARISH