



**Board of Directors**  
**Transportation Chairperson**  
**Position Description and Duties**

Revised 04-19-2019

Purpose of the Transportation Chairperson position is to maintain the Center's fleet of vehicles and assist in the transportation program by working with the Executive Director and Transportation Coordinator to maintain a standard level of service and safety foremost. The Transportation Chairperson is an appointed member of the Castle Rock Senior Activity Center's (CRSAC) Board of Directors (BOD), hereinafter referred to collectively as the CRSAC. As such assume responsibility for ensuring that the CRSAC always works within its established bylaws, any approved Mission statement, as well as any goals previously defined and approved by the BODs.

Primary responsibilities of the Transportation Chairperson:

- This Chairperson should establish and maintain a committee of 2 -4. One committee member should serve as his/her back-up. The back up to this position needs to have a clear understanding of process used by the Transportation Chair.
- Develop and maintain a schedule for vehicle services, repairs, licenses and associated vehicle signage.
- Maintain detailed vehicle service/repair logs on each vehicle.
- Reports to the BOD and coordinates with the Executive Director pursuant of trade-ins and purchase of new vehicles and manages the Vehicle Donation program.
- Work with the Transportation Coordinator to ensure vehicle(s) are able to meet the challenge of daily transportation schedule and activities.
- Review vehicle checklists, address issues as soon as vehicle can be taken off the schedule or immediately if the vehicle deemed unsafe.
- Work with the Transportation Coordinator and Volunteer Coordinator to schedule driver meetings. Notify and encourage driver(s) attendance and develop agenda for meeting.
- When servicing vehicle(s), escalate any repair issues that cause concern for safety with further vehicle use. All expenses will be coordinated with and approved by the Executive Director.

- Develop and update a five year plan for vehicle rotation and present to the BOD. This report will also be included in the Treasurer's five year financial plan.
- Manage the vehicle donation program. Accept vehicle(s) on behalf of center, schedule an inspection and or appraisal. Make recommendations to Executive Director as to sale or disposal of such vehicle.
- Assist the Executive Director with scheduling Senior Abuse Training, Disability Sensitivity training and PASS training. Encourage all drivers to attend.
- Report to the Executive Director any issues and/or concerns regarding our riders. Encourage all drivers to do the same. All information is strictly confidential and not to be discussed with others, drivers or other passengers.
- Continue to remind drivers that to the Greater Denver Metro area, Douglas County and Town of Castle Rock, the Castle Rock Senior Activity Center shuttles are very visible and they should always demonstrated safe driving skills and good behavior. Not only to the public but to their passengers as well. Utmost safety in driving habits is expected.
- Record and maintain monthly summaries of all reports and statistics & report for monthly BOD meetings and summaries for Annual Membership Meeting.
- Works closely with the BOD on other duties requested by the BOD.