CASTLE ROCK
SENIOR ACTIVITY CENTER
"Loving Life in the Second Half"

Board of Directors
Vice President - Transportation
Position Description and Duties
Approved 12-20-2023

The Vice President -Transportation is responsible for the planning, oversight and maintenance of the Center's fleet of vehicles and will provide monthly reports to the board. The Vice President – Transportation works with the Executive Director on fleet management, ensuring the fleet meets the short- and long-term needs of the transportation program, and advises the Board of Directors on the long-term planning of the transportation program and the fleet needs of the Center. The Vice President- Transportation is an elected member of the Castle Rock Senior Activity Center's (CRSAC) Board of Directors (BOD) and the Senior Citizens Foundation Board of Directors, hereinafter referred to collectively as the CRSAC. As such, the role assumes 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 Vice President -Transportation:

- Ensure that safety is the number one priority of the transportation team and its drivers.
- Maintain a high level of service for all vehicles in the CRSAC Fleet by developing and maintaining a schedule for vehicle services, repairs, licenses and associated vehicle signage.
- Maintain detailed vehicle service/repair logs for each vehicle, ensure the records are continuously updated and available to the Executive Director and Board. Present information in the monthly BOD meetings and summaries for Annual Membership Meeting.
- The position reports to the BOD and coordinates with the Executive Director the pursuance of trade-ins and the purchase of new vehicles as needed and identified in our vehicle purchase rotation program.

- Manage the Vehicle Donation program. Accept vehicles on behalf of center, schedule an inspection and or appraisal. Make recommendations to Executive Director as to sale or disposal of such vehicle.
- 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 Activities Coordinator to schedule driver meetings. Notify and encourage driver attendance. Develop agenda for meeting and present relevant information and updates on the Transportation program.
- Provide any needed support to drivers to answer their questions, take their input on needed improvements, and to support any other needs they may have.
- When servicing vehicle(s), escalate any repair issues that cause concern for safety with further vehicle use to the Executive Director. All expenses will be coordinated with and approved by the Executive Director.
- Develop and update a seven-year plan for vehicle rotation and present to the BOD. This report will also be included in the Treasurer's five-year financial plan.
- 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.
- Continuously remind drivers that to the Greater Denver Metro area, Douglas County and Town of Castle Rock, the Castle Rock Senior Activity Center vehicles are very visible and that they should always demonstrate safe driving skills and good behavior. Not only to the public, but to their passengers as well. Utmost safety in driving habits is expected.
- The VP – Transportation 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 VP - Transportation
- Works closely with the BOD on other duties requested by the BOD.