



**City of Meriden  
JOB ANNOUNCEMENT**

**Mini-Bus Driver - Meriden Senior Center**

The City of Meriden, Department of Health and Human Services, is hiring a full time (35 hours per week) Mini-Bus Driver to provide senior transportation services for the Meriden Senior Center. This is a union position (AFSCME Local #595) with full benefits.

Mini-Bus Driver work involves transporting senior citizens to and from the Senior Center, to medical appointments, shopping and other trips. The Driver also performs routine duties such as cleaning and maintenance on the mini-bus, as well as maintaining appropriate records. Candidates must have a valid State of Connecticut driver's license, with a CDL, and a passenger endorsement. Exemplary driving record is necessary, as well as good ability to understand the needs of the elderly. Knowledge of Meriden streets a plus.

Hours are Monday through Friday, 8:30am to 4:00pm. Occasional evening hours may be required. The starting salary is \$16.51 per hour. Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Applications are also available in the Meriden Human Resources Department, City Hall, 142 East Main Street.

The last day to apply is Friday, Friday, January 18, 2019, or when the first 25 applications/resumes are received. The City of Meriden has an anti-nepotism policy. Please review the policy on the City of Meriden website. E.O.E

## **Mini Bus Driver**

### **General Description**

This is responsible work transporting senior citizens.

Work involves transporting senior citizens via mini-bus for shopping and medical appointments. Duties include driving, cleaning and performing routine maintenance on a mini-bus. This position has the responsibility for making routine traffic safety decisions. This work requires that employees have good driving skills.

### **Supervision Received**

Works under the general supervision of the Mini-Bus Dispatcher.

### **Examples of Duties**

Transports senior citizens to and from the Senior Center for shopping and medical appointments on established routes and performs routine vehicle maintenance.

Runs errands for the Senior Services Department.

Maintains vehicle records.

Maintains interior and exterior cleanliness of bus.

Performs related work as required.

### **Knowledge, Skills and Abilities**

Good knowledge of laws relating to motor vehicle operation.

Good Ability to read and understand route directions.

Good ability to understand needs of the elderly.

Considerable skill in driving a mini bus.

Some knowledge of the routine maintenance of motor vehicles.

## **Mini Bus Driver (continued)**

### **Qualifications**

Graduation from a high or the equivalent, including or supplemented by driver's course, three years driving experience, some experience with elderly clients, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

### **Special Requirements**

**Must have a valid State of CT Driver's license with a CDL/with a Passenger endorsement.**