



## City of Meriden - Meriden Senior Center

### Part Time Mini-Bus Driver 19.75 hours per week

The City of Meriden is hiring a part-time (19.75 hours per week) Mini-Bus Driver to work in the Senior Center transportation program. The Senior Center is open Monday through Friday, 8:30am to 4:00pm.

The Mini-Bus Driver is responsible for transporting senior citizens via mini-bus for shopping and medical appointments. Duties include driving, cleaning and routine maintenance on a mini-bus. Candidates must have a valid State of Connecticut driver's license, with a CDL, and a passenger endorsement. Knowledge of Meriden streets a plus. Exemplary driving record is necessary.

The hourly salary is \$17.13 per hour.

This position will work 3 days per week:

Monday 8:00am to 4:00pm – w/ half hour lunch

Wednesday 8:00am to 4:00pm – w/ half hour lunch

Thursday 8:00am to 12:45pm 4.75 hours

Apply on line at <https://tinyurl.com/meridencareers> and e-mail your resumes/applications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Please call to make an appointment. Monday – Friday, 8:00am – 5:00 pm 203.630.4037.

Open until filled

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.**