



**City of Meriden
Mini-Bus Driver – Senior Center
Full Time - 35 Hours Per Week**

The City of Meriden, Department of Health and Human Services, is hiring a full-time (35 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, as well as good ability to understand the needs of the elderly.

The starting hourly salary is \$16.21 per hour. This is a Union position (AFSCME, Local #595) with full benefits.

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to humanresources@meridenct.gov.

Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. **The last date to apply is Thursday, April 26, 2018.** E.O.E.

The City of Meriden has an anti-nepotism policy.

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.