

April 17, 2018

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY: **Mini-Bus Driver – Senior Center**
35 Hours Per Week

SALARY: 31C \$16.21 to \$23.43 (hired before 7/1/03)
\$16.21 to \$22.00 (hired after 7/1/03)

NATURE OF WORK: Please Read the Attached Job Description

QUALIFICATIONS: Graduation from high school 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. Must have a valid State of CT Driver's license with a CDL/with a Passenger endorsement.

HOW TO APPLY: Applications are available in the Human Resources Department, Room #235, City Hall, Monday through Friday, 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: **Thursday, April 26, 2018.**

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.