



Robert V. Scalise
Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450
TELEPHONE (203) 630-4037
FAX (203) 630-5882

April 20, 2021

Mini-bus Drivers for the Meriden Senior Center

Full Time - 40 Hours Per Week

Work involves transporting senior citizens via mini-bus for shopping trips to and from the Senior Center and medical appointments. **Must have a valid State of Connecticut driver's license, with a CDL, and a passenger endorsement.** Exemplary driving record is necessary. Senior Center operates Monday through Friday 8:30 a.m. to 4:00 p.m. and that some night driving may be required. Please read attached job description.

Salary \$17.13 per hour. Hours are Monday through Friday, 8:00am to 4:30pm. Occasional evening hours may be required.

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. Monday – Friday 8:00am – 5:00pm. Please call to make an appointment.

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.