

July 11, 2016

External/Internal

**CITY OF NEW LONDON
CONNECTICUT
RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Position title: Senior Bus Driver (Per Diem/Part-time)

Salary: \$18.00/per hr.

General Description of Job: Responsible for the safe transportation of City Senior Citizens to and from specified destinations; monitors traveling elderly and assists seniors as required. Answers phones and books appointments for rides. Collects money from and provides receipts to seniors for meals, trips and other Senior Center activities.

Minimum Qualifications: High School Diploma and one (1) year commercial driving experience or the satisfactory equivalent combination of training and experience. Valid Connecticut Drivers License with a Class B Commercial Driver's License and P (Passenger) endorsement. Ability to obtain and maintain CPR and First Aid certifications. **Must include copy of current license, showing endorsements, in order to be considered.**

Examination*:

Training and Experience Evaluation*	Oral/Technical Exam**	Practical Driving Exam	CDL***	Health Physical & Background Investigation
(Weighted 40%)	(Weighted 60%)	(Pass/Fail)		(Pass/Fail)

* *Each* portion of the examination process **must** receive a passing score of 70% or more in order to proceed to the next phase of the examination process.

** The City reserves the right to limit the number of candidates selected to move forward to the technical/oral examination.

*** Valid CT CDL class B with a P endorsement **required**. Must include copy of such with application. Ability to obtain and maintain CPR and First Aid certifications.

How to Obtain Information:

For an application (required) and detailed job specifications, apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or visit the City of New London website at: www.ci.new-london.ct.us. Application may be dropped off or emailed to Jobs@ci.new-london.ct.us closing date: until filled EOE MFH

The application must be submitted before **until filled**

FLSA: non-exempt
Grade: PW-5
Location: Senior Center/ Recreation
Approved by Personnel Board: 6-10-08
Concurred Union (1378): 1-2-08
Hours: 35

SENIOR BUS DRIVER

GENERAL STATEMENT OF DUTIES:

Responsible for the safe transportation of City Senior Citizens to and from specified destinations; monitors traveling elderly and assists Seniors as required.

Work under the direction and supervision of the Senior Center Coordinator.

EXAMPLES OF WORK (ILLUSTRATIVE):

Regularly operates bus on a pre-determined route to pick up and discharge senior passengers. Assists senior residents in getting on and off the vehicle. Ensures passengers are properly belted in seats as necessary.

Drives Senior Citizens to and from medical appointments. Assists wheelchair bound passengers on and off the van utilizing a wheelchair ramp. Locks wheelchairs into appropriate safety equipment on the bus.

Observes the status of passengers; responsible for transporting an ill passenger to a medical facility immediately, if necessary. Escorts ill or disabled residents to and from homes and medical appointments.

Provides transportation for Senior Citizens to and from the City's Senior Center. Provides transportation for Seniors to the grocery store and various other vendors and back to their homes; assists Seniors with carrying packages to their doorstep.

Answers phones and books appointments for rides. Collects money from and provides receipts to Seniors for meals, trips and other Senior Center activities.

Types up lists of Seniors requiring transportation, including: rides to and from the Senior Center, rides for grocery shopping and trips sponsored by the Senior Center. Drives vehicles to perform errands for the Senior Center including banking and food-bank transportation needs.

Responsible for inspecting vehicles and reporting any deficiencies to the Senior Center Coordinator and/or Mechanical Maintenance.

Performs other work-related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the City of New London's streets, doctor's offices and shopping centers.

Working knowledge of safe wheelchair transportation and ability to safely operate a chair lift.

Ability to deal effectively and compassionately with a vulnerable, special-needs population.

Ability to understand and effectively apply verbal and written instructions to work performed.

Ability to collect and calculate funds for trips, etc.

Ability to establish and maintain effective, courteous relationships with seniors, supervisors, co-workers and other city employees, volunteers, medical staff and the general public.

Ability to handle the physical demands of the position on a daily basis, in all forms of weather.

MINIMUM QUALIFICATIONS:

High School Diploma and one (1) year commercial driving experience or the satisfactory equivalent combination of training and experience.

SPECIAL QUALIFICATIONS:

Valid Connecticut Drivers License with a Class B Commercial Driver's License and appropriate endorsements.

Ability to obtain and maintain CPR and First Aid certifications.

Revised: 1/08