

## TOWN OF EAST LYME

### SENIOR CENTER BUS DRIVER I

**Nature of Work:** Drives and performs related transportation duties to assist older and/or disabled adults in the full participation of Town sponsored transportation sponsored activities.

**Supervision:** Receives general direction and supervision from the Senior Center Director.

#### Essential Job Functions

- Receives and follows scheduled daily transportation routes for the Senior Center transportation program.
- Assists passengers in boarding and leaving vehicles.
- Assists passengers by carrying packages and bundles.
- Maintains log of passenger trips and vehicle performance as required.
- Performs pre-operation safety check of assigned vehicle. Checks fluid levels and performs minor maintenance to vehicle as required.
- Maintains vehicle usage and service logs as required.
- Keeps assigned vehicle(s) clean.
- Follows all safety procedures and regulations.

**Additional Job Responsibilities:** Performs related duties and responsibilities as required.

**\*\*\*\*\* *The duties listed above are intended only as illustrative of the various types of work***

***that may be performed. The omission of specific statements of duties does not exclude them from***

***the position if the work is similar, related, or a logical assignment to the position.***

**\*\*\*\*\***

#### Knowledge, Skills and Ability

- Ability to read and interpret street and road maps.
- Ability to solve practical problems with a minimum of guidance.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to safely operate a multi-passenger motor vehicle.
- Ability to perform routine motor vehicle maintenance.
- Ability to use hand tools and cleaning equipment.

- Ability to understand and follow quickly and accurately instructions furnished in written, oral and diagrammatic form.
- Ability to prepare and follow a transportation schedule.
- Ability to deal effectively and courteously with those contacted, especially the elderly.
- Physical ability to assist passengers.
- Ability to follow standard safety procedures and regulations.
- Ability to work a regular schedule.
- Ability to be available to work non-scheduled hours for special events, trips, etc.
- Ability to occasionally work in poor weather conditions, including heat, rain, cold or snow.

### **Experience and Training**

The skills and knowledge required would generally be acquired with experience in working with the public or groups of people and with driving commercial vehicles.

### **Physical Demands**

This is a part-time position with a schedule based on planned activities.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a vehicle, an office setting and outdoors. Hand-eye coordination is necessary to operate various vehicle functions and equipment.

While performing the duties of this job, the employee is routinely required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is routinely required to sit, climb, talk or hear, balance or stoop and occasionally required to kneel, crouch or crawl. The employee is frequently required to lift and/or move up to 25 pounds.

Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee occasionally works near moving mechanical parts and precarious places and is routinely exposed to wet and/or humid conditions, fumes, and very cold and very hot conditions. The noise level in the work environment is usually quiet in the office and moderate to loud in the field. The employee must be able to read and interpret documents such as road maps, and to write routine reports and correspondence.

Employee must be free from mental or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations.

Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior

**Licenses and Certificates:**

Connecticut Public Service Motor Vehicle Operator's License.

F Endorsement – Taxi, Livery, Service Bus, Motor Bus or Motor Coach

**\*\*\*\*\* This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change\*\*\*\*\***

**Pay and Benefits:**

Hourly rate begins at \$17.00 per hour.

To apply, submit an [Application](#) along with resume and cover letter to [hrmanager@eltownhall.com](mailto:hrmanager@eltownhall.com).

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.