



Town of Branford Job Announcement

Part-Time Mini Bus Driver

Posting Date: August 30, 2023

Posting Close: Until Filled

Position Details:

Department: Canoe Brook Senior Center

Status: Non-Exempt

Location: Community House, 46 Church Street

Hours: Up to 19 hours per week

Union/Affiliation: N/A

Pay Scale: \$22.00/ hour

Employment Type: Part Time

Overview:

Do you enjoy driving? Do you enjoy helping make a difference in the lives of seniors? Do you have a good driving record? If so, consider applying to be a mini bus driver for the Canoe Brook Senior Center in beautiful Branford! We have a new community center where the Senior Center is located right in the heart of Branford.

Essential Job functions

The essential functions or duties listed below are intended only as illustrations 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. Includes but not limited to other duties that may be assigned.

- Position is part time, between 8-14 hours per week
- Provide transportation services; drive bus or car, receive radio calls for follow up pickups, assist riders into bus and into seat if necessary; ensure compliance with seat belt policy.
- On shopping days, load grocery bags on/off bus and carry to passengers' doorstep.
- Complete daily transportation logs.
- Keep current on Federal and State transportation laws as they pertain to passengers, drivers and vehicles. Adhere to safe driving practices.
- Address any accident, emergency, or a complaint from riders within established protocols.
- Participate in random drug testing.
- Performs similar or related work as required, directed or as situation dictates.
- Works cooperatively with other drivers, Transportation Coordinator, and Director to ensure schedule coverage and promote a team effort to serve the public.

This position works under the direction of the Transportation Coordinator and Senior Center Director following department standards, procedures, and policies.



Minimum Required Qualifications

- Must have and maintain a CT driver's license and hold a CDL Class A, B, or C with P (passenger) endorsement.
- Must adhere to CDL drug testing regulations.
- CPR and AED training provided to qualified candidate

Knowledge Skill and Ability

Knowledge: Ability to operate 12-20 passenger mini-bus; knowledge of how to provide responsive customer service; knowledge of issues and concerns of seniors; knowledge of regulations related to CDL and passenger vehicle operation.

Skill: Must practice safe driving procedures; possess good verbal communication skills; strong customer service skills; aptitude for maintaining paperwork; skill in using the mentioned equipment.

Ability: Ability to deal with senior citizens and remain calm under pressure; ability to recognize and identify and solve problems; ability to maintain working relationships with all passengers and co-workers; ability to enforce rules; ability to map locations.

Job Environment

Driving is performed in a moderately and loud noisy traffic with regular interruptions via 2-way radio for pickup assignments; driving is done under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of a bus, car, cellular phone, copiers, and other standard office equipment.

Contacts require a high level of courtesy and patience. Errors in judgment or omissions could result in injury to others, delay in services, potential liability.

We are an equal opportunity employer, women and minorities encouraged to apply. All resumes are confidential. Candidates must successfully pass a substance abuse test given at the Town's expense. The Town of Branford conducts background investigations for all positions prior to hiring. Refusal to sign the release form will terminate the candidate from further consideration.