



Town of Branford Job Announcement

Posting Date: March 30, 2023

Closing Date: Until filled

Job Title: Part-Time

Canoe Brook Senior Center Bus Driver

Department/Location: 46 Church Street,
Branford, CT 06405

Employment Type: Part Time

Hours per Week: Mon-Friday Days

Pay Scale: Starting rate: \$18.00 p/hr

**Email your Resume, Cover Letter or the
Official Town of Branford Application to:**

CAREERS@BRANFORD-CT.GOV

Or in person at:

TOWN OF BRANFORD
HUMAN RESOURCES DEPARTMENT
1019 MAIN STREET
BRANFORD, CT 06405

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.)

- Position is part-time, 8-14 hours per week.
- Provide transportation services; drive bus or car, receive radio calls for follow up pick ups, 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.

Other Functions:

- 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.

Supervision:

Supervision Received: Works under the general direction of the Transportation Coordinator and Senior Center Director following department standards, procedures and policies.

Minimum Required Qualifications:

Must have and maintain Valid CT license and 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, Ability and Skill:

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.

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.

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.

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.

Job Type: Part-time

Salary: From \$18.00 per hour

Benefits:

- Flexible schedule

License/Certification:

- CDL B (Preferred)
- Passenger Endorsement (Preferred)

Work Location: In person

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. The Town of Branford reserves the right to limit the number of qualified candidates who will be considered for the position. The files of all qualified candidates will be maintained for a minimum of six months from the announcement date. All candidates must successfully pass a post-offer medical examination, which includes 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.