

The Town of New Milford is now accepting applications for a Temporary Bus Driver for our Senior Center. Qualified individuals will possess a Valid CDL with a passenger endorsement. We are seeking an energetic and motivated driver to assist our Senior population. The position is scheduled for 29.5 hours per week and is temporary - expected to expire in June 2019. . Qualified and interested candidates should send an employment application as well as a copy of their license and medical card to: Director of Personnel: 10 Main St. New Milford, CT. 06776 EEO. **No fax responses.** Applications need to be submitted no later than March 22, 2019. See full job description below.

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Commission on Aging (COA)

Job Title Substitute/Seasonal Bus Driver

Seasonal Full-Time 29.5 Hours per week

Per diem/Seasonal

General Statement of Duties

Responsible for the safe and timely operation of the senior citizen bus using varying routes and schedules while transporting passengers. **Responsible for ensuring bus safety when on duty and utilizing appropriate staff for safety checks in timely fashion.**

Supervision Received

Reports to the Director of Senior Center, **or the Assistant Director in the absence of the Director.**

GENERAL DUTIES

- Report to work at assigned times and perform designated pre-trip vehicle inspection prior to daily operation.
- Report any mechanical defects **to the Director or Assistant Director.**
- Assist all patrons using wheelchairs on and off the vehicle and properly secure them.
- Supervise passengers on the bus.
- Maintain safe passenger bus riding behavior.

- Promptly report unsafe, dangerous behavior to supervisor.
- Follow all state motor vehicle laws and regulations, Town policies and procedures.
- Submit written daily and weekly bus and time reports as required.
- Establish daily transportation schedule for passenger pick up and drop off.
- **Consult with Senior Center Director and Assistant Director** regarding specific daily needs.
- **Maintain** an appropriate and professional manner when interacting with Town officials, the general public, co-workers and supervisors.
- Performs other duties as assigned.

ADDITIONAL RESPONSIBILITIES

- When requested, assist with other tasks during regularly scheduled shift periods.
- **Must attend designated trainings as required by the Director and D.O.T. regulations.**

KNOWLEDGE, SKILLS AND ABILITY

- Be able to read, understand and comply with Town policies and schedules.
- Be able to sit for extended periods of time, up to eight hours per shift.
- Be able to physically maneuver patrons utilizing wheelchairs (up to a maximum of 600 lbs), assisting them on and off the bus and safely securing them.
- Be able to capably learn the street and highway network of the Town of New Milford.
- **Demonstrated ability to follow directions.**

EDUCATION AND EXPERIENCE:

- **Must have a high school diploma or GED**
- **Must possess and maintain a commercial driver's license (CDL) and passenger endorsement and abide by all D.O.T. regulations**
- **Must submit to DMV check.**
- **Must have five year's driving experience preferably with senior population.**

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement)

The Town of New Milford is an Equal Opportunity Employer

Approved by Town Council February, 2002

Updated, June, 2006.

Updated, August 2011