

**TOWN OF GRISWOLD
SENIOR CITIZENS BUS DRIVER**

JOB DESCRIPTION

NATURE OF WORK: This is responsible work performing a variety of routine and complex transportation work in driving a van, bus or other vehicle and coordinating transportation plans in support of senior adult programs. The Senior Citizens Bus Driver is required to have and maintain a Class B Commercial Motor Vehicle License and a good driving record clear of any convictions for serious motor vehicle violations. Position requires independent judgment, initiative, maturity, observation and communication skills, and sensitivity to the needs of others.

SUPERVISION RECEIVED: The Senior Citizens Bus Driver works under the general supervision of the First Selectman and the direct supervision of the Director of the Senior Citizens Center.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Drives vehicles for various programs such as shopping, sightseeing, field trips, etc.

Coordinates pick-ups for Senior Citizens participating in recreational or social service programs such as, community center programs, shopping trips, library or museum visits, sightseeing trips, or sporting events.

Assists Senior Citizens with packages and getting on and off van or bus.

Checks the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water and safety equipment to ensure that everything is in working order.

Reports any bus malfunctions or needed reports.

Maintains vehicles including fueling, cleaning, general maintenance, coordinating routine servicing and the repair of assigned vehicles.

Maintains an accurate accounting of program participants on field trips.

Follows safety rules and passengers board and exit buses or cross streets near bus stops.

Complies with traffic regulations to operate vehicles in a safe and courteous manner.

Prepares and submits reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, as requested.

Reads maps and follows written and verbal geographic directions.

Responds to public inquiries about transportation programs made by telephone, correspondence, or during public meetings.

Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

Regular attendance is a requirement of this position.

*****The duties listed above 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.*****

OTHER JOB FUNCTIONS

Performs related work as required.

Drives/provides Town-related transportation, other than that which relates to the Senior Center or Senior Services, which does not conflict with any use restrictions (i.e., grants, funding or otherwise) at the request of the First Selectman. Such use does not include Board of Education related activities and/or Recreation Department activities, but may include Town-sponsored special events.

QUALIFICATIONS PROFILE

Education and Experience

High School diploma, vocational school diploma, or GED and three years' experience, or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

A post-offer/pre-employment physical examination (within the past six months) which shall include a statement from an approved physician certifying that the employee is capable of fulfilling the requirements of the job. Physical and psychological examinations, as may be required during employment. Pre-employment drug screening and on the job reasonable cause drug testing, as required.

Knowledge, Skills and Abilities

Thorough knowledge of traffic laws and defensive driving.

Some knowledge of Senior Citizen services and needs.

Ability to safely drive a bus or van.

Ability to see details at a distance and at close range.

Ability to maintain composure, keep emotions in check, control anger, and avoid aggressive behavior even in very difficult situations.

Ability to be sensitive to others' needs and feelings and to be understanding and helpful on the job.

Ability to listen to and understand information and ideas presented through spoken words. Ability to communicate effectively orally;

Ability to work with little or no direct supervision.

Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

License and/or Certification

Possess and maintain a valid Commercial Driver's License with Public Service Endorsement. Clean driving record, free of any suspensions and/or violations for the preceding twelve (12) months. The failure to maintain the prerequisite license may result in termination.

Tools and Equipment Used

Transportation van or bus. Hand tools used in the maintenance of transportation van; phone; mobile or portable radio.

PHYSICAL DEMANDS

The physical/mental 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. Physical stamina and endurance is required.

While performing the duties of this job the employee is regularly required to: speak; hear; sit; walk; and stand. The employee must have the ability to routinely use hands, fingers and wrists for repetitive motion; to use hands to finger, handle, feel or operate equipment, objects, tools, or controls; and reach with hands and arms; drive, get in and out of vehicles; tolerate exposure to environmental allergens. The employee is frequently required to: climb steep terrain or stairs to various levels; bend, twist; stoop; kneel; crouch or crawl. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required for this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must be able to hear normal sounds with the presence of background noise, as in hearing using a telephone. The noise level in the work environment ranges from usually quiet to moderate in the office and moderate to loud in the field.

While performing the duties of this job, the employee works in both an office setting and outside. When working outside the employee is exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow or fumes or airborne particles any of which may cause marked bodily discomfort. In addition, the employee may be exposed to toxic or caustic chemicals, risk of electrical shock and vibration. The employee may work near moving mechanical parts and in precarious places.

The employee must be able to work harmoniously, cooperatively and courteously with others at all times. The employee must be able to interact well with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

*****The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*****