**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Senior Center*

## *Elderly Services Bus Driver*

## GENERAL STATEMENT OF DUTIES:

The part-time Elderly Services Bus Driver is responsible for driving the Senior Center bus to transport participants for trips to maintain an independent lifestyle and for recreational purposes.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Performs safety checks on the Senior Center bus each time before operation.
* Refuels the bus as needed.
* Drives the Senior Center bus in a safe manner following traffic regulations.
* Completes Usage Checklist, Passenger Waiver, and any other required forms and turns them in to the designated employee weekly in a timely manner.
* Assists participant riders in getting on and off the bus, unloads groceries or shopping bags, and works with the designated trip escort in the event of an emergency.
* Regulates heating and cooling for passenger comfort.
* Follows Town policy guidelines should an accident occur.
* Contacts Department Head when unavailable to work.

## SUPERVISION RECEIVED:

* Works under direct supervision of the Senior Center Director.

## SUPERVISION EXERCISED:

* None

## KNOWLEDGE, SKILL, AND ABILITIES:

* Must be at least twenty-one (21) years of age.
* Must have legal authorization to work in the United States of America.
* Must possess a current Commercial Driver’s License (CDL) with passenger endorsement valid in the State of Connecticut.
* Must possess and maintain a safe driving record. Failure to do so may result in discipline up to and including termination.
* Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, controlled substances, or sex-related crimes.
* Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
* Complete knowledge of traffic laws.
* Must be knowledgeable of safe driving techniques and map reading including possessing a "sense of direction" in locating destinations locally and out of town.
* Reports any mechanical problems to Department Head.
* Recordkeeping skills are necessary to maintain proper records on the use of the bus.
* Ability to communicate well with participants, and Senior Center Staff.
* Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with the public and other Town employees.
* Possess the temperament and good judgment to deal with senior adults, some of whom may be irate or unreasonable.
* Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
* Have a good reputation for and ability to maintain confidentiality, integrity, and honesty.
* Ability to appear on time for work and notify the supervisor in advance if unable to work.
* Maintain a neat, clean, acceptable personal appearance.
* Knowledge and/or the ability to learn and utilize safety precautions.
* Ability to exercise good judgment in evaluating situations and making decisions.
* Ability to perform job responsibilities in a timely manner to meet scheduled deadlines.
* Ability to learn and follow Town policies and regulations.

## EXPERIENCE AND TRAINING:

* High school graduate or equivalent.
* Minimum three (3) years’ experience.
* Related experience in the field of social services or senior services preferred but not required.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Senior Center Director, in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.