



TOWN OF BLOOMFIELD

Council-Manager Government Since 1941

Open Position

Back-Up Driver Senior Center Mini Bus Driver

Salary: \$21.19 hourly (Non-benefited)

The Town of Bloomfield is seeking drivers for the Town mini-bus system. Back-up drivers cover vacation and sick time for regular drivers.

Duties

Operates primarily light mini-buses, vans, and special transportation vehicles for the transportation of elderly, handicapped, and designated populations. Aids and assists riders when boarding and debarking from vehicle and to and from residence or destination as required. Performs related work as required.

Minimum Qualifications

High School diploma or GED and at least two (2) years of experience driving a CDL vehicle or related work experience. Possession of a valid Commercial Driver's License with passenger (P) and air brake endorsement, along with one of the following endorsements: **S, V, A, or F**.

Selection Process

The examination may consist of a rating of the training and experience as contained on the application, a written examination, an oral examination, a practical examination or any combination of the aforementioned. The written examination is based on questions similar to those found on DMV CDL License and Passenger Endorsement examinations.

Applications

Town of Bloomfield conducts pre-employment drug testing
Incumbents are in a random drug testing

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002 or on our website at www.bloomfieldct.org and **must be submitted by mail or in person to Human Resources along with resume, cover letter and a legible copy of a valid Commercial Driver's license to Human Resources.** Applications will be accepted until position is filled.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability who may need this information in an alternative format or who may need accommodations during the testing procedure should contact Cindy Coville, ADA Coordinator at 860-769-3538 or at ccoville@bloomfieldct.org.

TOWN OF BLOOMFIELD
MINI-BUS DRIVER

Department: Senior Services

Non-Exempt

Grade: PW-4

Position Purpose:

The purpose of this position is to drive Mini-Bus or vans for the Town's Mini-Bus Transportation Program and to provide customer services to riders as needed including assisting passengers with groceries, assisting them on and off the bus and securing wheel chairs. The Mini-Bus Driver is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible driving duties and record keeping requiring knowledge of mini-bus transportation program; and the exercise of customer service with courtesy and patience

Supervision Received: Works under the supervision of Mini-Bus Coordinator following professional standards, procedures and policies.

Supervision Given: None

Job Environment:

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

Requires the operation of a Mini-Bus, van, or other town vehicles, cellular and other telephones, and radio.

Makes frequent and periodic contact with clients/riders, nursing homes, physician offices, families/caregivers, health care facilities, and Town staff. Communication is frequently in person, by telephone or radio. 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.

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.)

- Drive Mini-Bus, Van or other town vehicles based on daily schedule of pick ups; decide routes to take; receive radio calls for follow up pick ups; assist riders into bus and into seat if necessary; secure wheel chair and client in bus; assist clients with 2 groceries bags; follow safe driving rules.
- Make deliveries of mail and other items for department and for Town as necessary.
- Responsible for inspecting vehicle daily report problems to vehicle mechanics and cleaning vehicle daily.
- Drive seniors on special trips for entertainment purposes.
- Responsible for keeping track of ridership, mileage, fuel.
- Contact appropriate staff if there is a accident, injured rider, ill rider, complaint from rider.
- May fill in for dispatcher

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED and have over two (2) years of experience driving a CDL vehicle or related work experience; or any equivalent combination of education, training and work experience

Special Requirements:

Must have and maintain: Valid CDL with passenger endorsement. Must submit to CDL Drug testing regulations.

Knowledge, Ability and Skill:

Knowledge: Knowledge of municipal senior transportation programs; knowledge of the senior center operations; some knowledge of State Statutes related to driving; knowledge of records management.

Ability: Ability to deal with distressed senior clients; ability to recognize and identify and solve problems; ability to maintain working relationships with all clients and regional agencies, etc.;

ability to enforce rules; ability to set priorities; ability to maintain records; ability to learn locations in town and to drive efficiently; ability to use computer systems and data bases.

Skill: Good verbal communication skills; aptitude for working with and explaining programs and policies to people; aptitude for working with seniors and their families and maintaining effective working relationships with various groups; problem solving skills; listening skills; customer service skills; aptitude for working with paperwork and details; skill in using the above mentioned equipment.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-	X			
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling		X		
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies

Problem Solving - Uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Able to read and interpret written information.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Cost Consciousness - Conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgment - Exhibits sound and accurate judgment.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner;

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)