



## **Town of Suffield**

**Position: Per Diem Mini Bus Driver - Suffield Senior Center**

**Posted: September 29, 2017**

The Suffield Senior Center is seeking a per diem Mini Bus Driver. This position is on call to fill in to drive when there are shift vacancies and extra drivers are needed. The available hours and days will vary from week to week. Driver needs are Monday – Friday between the hours of 8:00 am – 4:30 pm and may include nights and weekends based on the transportation needs of the Senior Citizens and disabled residents in the Town of Suffield.

### **General Statement of Duties**

Considerable knowledge of laws relating to motor vehicle operation. Some knowledge of the routine maintenance of a motor vehicle. Considerable skill in safe operation and driving of a minibus and car. Ability to read, understand and follow route directions. Considerable ability to establish and maintain courteous, effective working relationships with superiors, associates, senior citizens and the general public. Ability to understand the needs of the elderly or disabled and to assist them in getting on and off the minibus. Good oral and written communication.

### **Examples of Duties**

The position involves transporting senior citizens and disabled individuals via minibus or car to and from predetermined locations and routinely cleaning interior of the vehicles. This position has the responsibility for making routine traffic decisions. The work requires that the employee have good driving skills and the ability to provide outstanding customer service to senior citizens and disabled clients.

### **Supervision**

Works under the supervision of the Senior Center Director.

### **Minimum Qualifications**

- Valid Driver's License with passenger endorsement;
- Three years driving experience with an acceptable driving record to maintain a public passenger endorsement;
- Must successfully pass a pre-employment physical and drug and alcohol test;
- Position will be subject to successful compliance with random drug and alcohol testing;

- Familiar with Suffield roads and surrounding area;
- Is able to lift at least twenty pounds and is physically fit to help passengers on and off the bus;
- Ability to assist with carrying bags;
- Must have outstanding customer service skills, enjoys working with the general public;
- Is flexible and available to drive when there are shift vacancies and extra drivers are needed.

## How to Apply

**This position is available immediately. Applications can be found on the town web page at [www.suffieldct.gov](http://www.suffieldct.gov) under town departments/Human Resources. Completed applications can be mailed, faxed or e-mailed to: The Town of Suffield, Attention Karin Ziemba, Human Resources Director, 230C Mountain Road, Suffield, CT 06078 fax: (860) 668-3317, email: [kziemba@suffieldct.gov](mailto:kziemba@suffieldct.gov)**

*The Town of Suffield is an equal opportunity employer m/f/d/v.  
The above posting is intended as a guide and is not a complete description of the position or process.*