

Appendix H:
Revised 9/28/21

**Town of North Branford
Parks, Recreation, and Senior Department**

VAN DRIVER/ SUB VAN DRIVER JOB DESCRIPTION

General Purpose: Under the supervision of the Parks, Recreation and Senior Center Director, operates a passenger bus to provide curb to curb transportation services for residents to various locations as required. Assures proper safe driving and regulations are followed at all times, keeps daily inspection and route sheets, and assists passengers to physically board and exit the bus.

Essential Duties & Responsibilities:

- Conduct daily pre-trip and post-trip inspections of the assigned vehicle, to ensure its safe operation and report any concerns to the Director immediately.
- Operate bus to pick-up and transport residents to designations as assigned.
- Abide by all State of Connecticut and Federal Motor Vehicle laws, Town of North Branford and Recreation Department policies
- Check for any damage and for belongings that may have been left behind after every run
- Maintain cleanliness of bus by sweeping and washing inside and outside of bus as needed
- Keep windows clean and free from dirt
- Attend all scheduled training and safety meetings
- Performs other related duties, as assigned

Qualifications:

- Must hold a valid CDL driver's license, with "P" and "F" endorsements, issued by the State of Connecticut
- Must be at least 21 years of age at time of employment
- Must be able to pass an annual driver physical examination
- Must be able to pass pre-employment drug test and be involved in a random drug and alcohol pool
- Show proficiency in handling and maneuvering a passenger bus according to company standards
- Ability to drive in adverse conditions: wind, rain, snow, heavy traffic, etc.
- Ability to work with and follow guidance of Recreation Department and Public Works Department
- Ability to deal with senior passengers, youth campers, staff and the general public
- Must be able to promote a positive image of The Town and Department through behavior, language and appearance
- High School Diploma or General Education Degree (GED)
- Ability to read and interpret documents such as maps and run sheets, safety procedures, operating and maintenance manuals. Have the ability to write up routine reports

- Ability to apply common sense understanding and carry out detailed written or oral instructions and to solve practical problems within the scope of the job.
- Previous experience in general transportation and driving

Immediate Supervisor: Department Director

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear clearly and exchange information with other employees, residents, and the public. The employee is frequently required to sit, stand, walk, use hands to handle, or feel objects or controls and reach with hands and arms. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee will frequently repeat the same hand, arm and or finger motion many times over a day. Specific vision abilities required by the job include close vision, distance vision, color vision, and ability to adjust focus. The employee is occasionally required to stoop, kneel, or crouch. The employee may be required to lift and/or move up to 75 pounds.

Work Environment: While performing the duties of this job, the Bus Driver occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on wet or slippery surfaces. The employee must be able to meet deadlines and interact with the public and other staff. The employee has the direct responsibility for the safety and well-being of others.

Selection Guidelines: Formal application, oral interviews, and reference checks.

The duties listed above are intended as illustrations of 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 logical assignments to the position.

The job description does not constitute an employment agreement between the employer and employee.

Approval: _____ **Revision History:**
Town Manager

Date of Town Council Approval: _____ **Effective Date:** _____