

# TOWN OF SOMERS

## Position Description

**Title: Senior Bus Driver**  
**Department: Human Services**  
**Reports To: Human Services Director**

**Supervises: None**  
**FLSA Status: PT – non-exempt**  
**Bargaining Unit: N/A**

### **Position Summary:**

Provides safe, reliable and timely transportation to senior and disabled citizens of Somers.

### **Essential job functions:**

Performs vehicle inspection report at start of each shift. Completes transportation report for each shift worked. Provides curb to curb transportation to passengers within the Town of Somers and surrounding communities. Safely operates wheelchair lift and properly secures wheelchairs into vehicle. Exhibits pleasant demeanor and active listening skills during interactions with passengers. Remains at passenger's destination until passenger has safely entered destination. At the conclusion of shift, driver ensures that vehicle has fuel for the following day prior to returning bus to the Senior Center. Keeps interior and exterior of vehicle clean at all times. May be required to remove snow from vehicle at beginning of shift. Assures that all windows are free of snow after vehicle has been parked. Somers Senior/Disabled transportation service follows the Somers Public Schools as it pertains to inclement weather related closures. Maintains regular contact with Senior Center by two-way radio while on duty, in the event of schedule changes. Drivers are not permitted to accept gratuities.

Notifies Human Services Director promptly of any issues as they pertain to vehicles, maintenance, safety, equipment, and passengers. Immediately notifies Human Services Director of incidents and accidents.

Maintain current physical forms as mandated by required license endorsement and the Department of Motor Vehicles. Informs Human Services Director immediately if any changes to physical health occur that may affect performance, ability to perform required duties and/or the safety of passengers.

May be required to transport passengers on recreational outings to destinations within approximately 90 minutes distance from the Somers Senior Center. Rarely, but on occasion, may be required to provide transportation outside of regular hours of operation for special events.

Willingly provides support/coverage as necessary during staff shortages in assigned position. Demonstrates flexibility to the greatest extent possible with regards to schedule changes. Provides constructive input for improvements and actively participates in discussions regarding issues and potential resolutions.

### **Qualifications:**

- Valid driver's license with a CLASS F endorsement (includes Department of Transportation medical examiner's certification)
- High school graduate or equivalent
- Safe driving record
- DOT physical/drug screening clearance
- Clean criminal background check
- First Aid/CPR certification preferred

## **Physical Requirements:**

- Ability to ambulate to and from the Somers Senior Center or other areas within a short distance from the vehicle.
- Physically operate handicap accessible vehicle including wheelchair lift
- Physically mount and dismount the vehicle frequently during shifts
- Bend, kneel, and lift to position additional step and walkers for passengers if required
- Tolerate exposure to extreme weather conditions including heat, cold, rain and snow for short periods of time.
- Demonstrate and sustain sufficient stamina and good health to maintain DOT physical clearance
- Pass random drug/alcohol screenings
- Regularly speak with and listen to passengers in a pleasant and respectful manner
- Regularly sit and drive for periods in excess of two hours.
- Read and comprehend written instructions.

## **Work Environment**

This position primarily takes place in a vehicle and outdoor environment. At times, the environment may have extensive traffic, weather issues, distractions and noise.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.