

**TOWN OF LEDYARD  
CONNECTICUT**

741 Colonel Ledyard Highway  
Ledyard, CT 06339

**NOTICE OF JOB OPENING**

- I. TITLE: Senior Citizens Van Driver
- II. NATURE OF EMPLOYMENT:  
Hours/Per Week: Varies Rate: \$ 14.51 /hour
- A. Permanent  D. Temporary  
B. Full-time  E. Part-time   
C. Seasonal  F. Benefits none
- III. POSITON DESCRIPTION: (See Attached)
- IV. CLOSING DATE FOR RECEIVING APPLICATIONS Open until filled
- V. WHOM TO CONTACT: A. FOR APPLICATION FORM  
Website: ledyardct.org  
B. FOR RETURNING APPLICATIONS  
Mayor's Office or email
- VI. ISSUING PARTY: Donald Steinhoff, Director of Human Resources
- VII. POSTING DATE: April 26, 2021

Qualified disabled persons who with reasonable accommodations can perform the essential functions of the job in question are invited to apply.

**MUST HAVE LICENSE WITH PASSENGER ENDORSEMENT**

Not valid unless signed by the individuals below:

Approved by:

  
\_\_\_\_\_  
Human Resources Director

Approved by:

  
\_\_\_\_\_  
Director of Finance

**TOWN OF LEDYARD  
SENIOR CENTER  
SENIOR CITIZEN VAN DRIVER**

**NATURE OF WORK:**

Drives various Senior Center vehicles to transport senior citizen patrons between locations using an established schedule and on special trips by dispatch or prior arrangement.

**SUPERVISION RECEIVED:**

Works under the general direction of the Senior Center Director.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL JOB FUNCTIONS:**

- Transport patrons to and from their homes and to scheduled destinations locally and in surrounding towns.
- Drives the Senior Center van in a safe manner following all traffic regulations.
- Capable of operating a fourteen (14) passenger handicapped accessible van in a safe manner both locally and out of town under all driving conditions.
- Maintain appropriate documentation of trips and mileage.
- Daily inspection of all safety equipment including but not limited to fire extinguisher and inclement weather equipment (deicers, scrapers) and maintenance of fluid levels in vehicles.
- Instruct patrons on safety in transportation and enforce seat belt usage.
- In the event of an accident, unless incapacitated, follow Motor Vehicle Accident reporting procedures, contacting the police as well as Senior Center Director. Completion of appropriate paperwork.
- Responsible for securing vehicles at end of transportation run, including sweeping interior of vehicle.
- Operate a motorized/hydraulic wheelchair lift to assist patrons with access to vehicles.

\*\*\*\*\*The duties listed above are intended only as illustrative of the various types of work that may be performed. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position. \*\*

**QUALIFICATIONS PROFILE:**

Knowledge, Skills and Ability

Knowledge: Must be knowledgeable of safe driving techniques and map reading including possessing a “sense of direction” in locating destinations locally and out of town.

Skill: Prioritize assigned work, meet time demands. Strong interpersonal skills. Establish and maintain effective working relationships with the public, Town officials and agencies and work with other Senior Center staff.

Ability: Work varied and flexible hours to meet Senior Center needs.

### Education, Experience and Training

Experience with public transportation preferred. Working with elderly and/or disabled preferred. Good driving and safety record required.

### Additional Requirements

- Valid Driver’s License
- Must be 21 years of age or older
- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.

### **LICENSE OR CERTIFICATE:**

Passenger Endorsement License

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee must be free from mental and physical disorders which would interfere with performance of the duties as described. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by

the job include normal audio ability, close vision, distant vision, color vision peripheral vision, depth perception, and the ability to adjust focus.

\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted by Ledyard Town Council

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Chairman

Date