

DEPARTMENT HEADS AND DIVISION CHIEFS
PLEASE POST ON YOUR BULLETIN BOARDS

EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 24-058-1

Title of Position: Bus Driver / Part Time
Vacancy exists in the Human Services /Senior Services

Salary Range: \$18.06 - \$20.96 per hour /19 hours per week

Date Posted: February 27, 2024

Deadline for Applying: Open Until Filled

Remarks: This is an Unclassified/Exempt Position
100% Education & Experience

Statement of Duties: Safely and courteously operates a City transportation van to pick up senior citizens for recreation, grocery or retail shopping, or to and from the Senior Center or meal sites. This is a part time position, generally assigned to work 19 hours per week.

Duties include:

- Operates 12 or 16 passenger para-transit buses for transportation system which services senior citizen and disabled population.
- Works closely with Transportation Planner to learn schedule and routes and meets on a daily basis for route assignments and special runs.
- Provides assistance to colleagues in the Division of Senior Services as needed.
- Cleans and provides routine service of a non-mechanical nature to passenger transport vehicles on a regular basis.
- Assists all passengers on and off the vehicle with walker, wheelchairs or other mobility devices, and carefully loads groceries or other items for clients.
- Performs pre-ride checks and to notifies the supervisor or dispatcher of any problems that may exist.
- Completes necessary documentation on a daily basis to ensure there is an accurate record of rides, fuel consumption, and related information.
- Assists with special projects such as holiday baskets, Meals on Wheels, and food pick-ups.
- Wraps tokens and delivers to local market.
- Delivers buses to vendors for servicing.
- Performs related work as required.

Education & Experience: High school diploma or general education degree (GED), and a minimum of six months of directly related experience; or any combination of substantially equivalent education and experience.

Special Requirements: (1) Must possess and maintain a valid commercial driver's license (CDL) with passenger endorsement as a condition of employment. (2) Must possess and maintain a basic first aid and CPR certification, or must be able to acquire one within three months of appointment, and maintain such as a condition of employment.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>