

Internal

**CITY OF NEW LONDON
CONNECTICUT
RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Position title: **Senior Bus Driver**

Salary: **\$24.27 - \$29.54/per hr.**

General Description of Job: Responsible for the safe transportation of City Senior Citizens to and from specified destinations; monitors traveling elderly and assists seniors as required. Answers phones and books appointments for rides. Collects money from and provides receipts to seniors for meals, trips and other Senior Center activities.

Minimum Qualifications: High School Diploma and one (1) year commercial driving experience or the satisfactory equivalent combination of training and experience. Valid Connecticut Driver's License with a Class B Commercial Driver's License and P (Passenger) endorsement. Ability to obtain and maintain CPR and First Aid certifications. **Must include copy of current license, showing endorsements, in order to be considered.**

Examination*:

Training and Experience Evaluation*	Oral/Technical Exam**	Practical Driving Exam	CDL***	Health Physical & Background Investigation
---	--------------------------	---------------------------	--------	---

(Weighted 40%)	(Weighted 60%)	(Pass/Fail)	(Pass/Fail)
----------------	----------------	-------------	-------------

* **Each** portion of the examination process **must** receive a passing score of 70% or more in order to proceed to the next phase of the examination process.

** The City reserves the right to limit the number of candidates selected to move forward to the technical/oral examination.

*** Valid CT CDL **class B with a P endorsement required**. Must include copy of such with application. Ability to obtain and maintain CPR and First Aid certifications.

How to Obtain Information:

For an application (required), apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or apply through: jobs@newlondonct.gov Application may be dropped off or emailed by the closing date of: July 28, 2026, at 3:00 pm. EOE MFH

The application must be submitted before **July 28, 2026, at 3:00 pm**

FLSA: non-exempt
Grade: PW-5
Location: Senior Center/ Recreation
Approved by Personnel Board: 3/26/2018
Concurred Union (1378): 3/26/2018
Hours: 35

SENIOR BUS DRIVER

GENERAL STATEMENT OF DUTIES:

Responsible for the safe transportation of City Senior Citizens to and from specified destinations; monitors traveling elderly and assists seniors as required.

Work under the direction and supervision of the Senior Center Coordinator.

EXAMPLES OF WORK (ILLUSTRATIVE):

Regularly operates bus on a pre-determined route to pick up and discharge senior passengers. Assists senior residents in getting on and off the vehicle. Ensures passengers are properly belted in seats as necessary.

Drives Senior Citizens to and from medical appointments. Assists wheelchair bound passengers on and off the van utilizing a wheelchair ramp. Locks wheelchairs into appropriate safety equipment on the bus.

Observes the status of passengers; responsible for transporting an ill passenger to a medical facility immediately, if necessary. Escorts ill or disabled residents to and from homes and medical appointments.

Provides transportation for Senior Citizens to and from the City's Senior Center. Provides transportation for seniors to the grocery store and various other vendors and back to their homes; assists seniors with carrying packages to their doorstep.

Answers phones and books appointments for rides. Collects money from and provides receipts to seniors for meals, trips and other Senior Center activities.

Types up lists of seniors requiring transportation, including: rides to and from the Senior Center, rides for grocery shopping and trips sponsored by the Senior Center. Drives vehicles to perform errands for the Senior Center including banking and food-bank transportation needs.

Responsible for inspecting vehicles and reporting any deficiencies to the Senior Center Coordinator and/or Mechanical Maintenance.

Intermittently responsible for assisting with the arts and crafts projects for seniors.

Performs other work-related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the City of New London's streets, doctor's offices and shopping centers.

Working knowledge of safe wheelchair transportation and ability to safely operate a chair lift.

Ability to deal effectively and compassionately with a vulnerable, special-needs population.

Ability to understand and effectively apply verbal and written instructions to work performed.

Ability to collect and calculate funds for trips, etc.

Ability to establish and maintain effective, courteous relationships with seniors, supervisors, co-workers and other city employees, volunteers, medical staff and the general public.

Ability to handle the physical demands of the position on a daily basis, in all forms of weather.

MINIMUM QUALIFICATIONS:

High School Diploma and one (1) year commercial driving experience or the satisfactory equivalent combination of training and experience.

SPECIAL QUALIFICATIONS:

Valid Connecticut Driver's License with a Class B Commercial Driver's License and appropriate endorsements.

Ability to obtain and maintain CPR and First Aid certifications.

WORKING CONDITIONS:

Work is performed primarily in a vehicle obtaining and transporting passengers. Driving in various weather conditions is a requirement of the position.

PHYSICAL REQUIREMENTS:

The duties of the above position require the physical ability to safely assist passengers and/or maneuver wheelchairs throughout the course of the transportation service. Other physical requirements include driving, sitting, walking, pushing, pulling, stooping, bending, reaching, twisting, and the ability to lift up to 40 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak. Employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole.