

**Town of Manchester  
List of Duties  
Senior Center Bus Driver  
Substitute/Part-time/19.5 hours/week**

**Nature of Work**

Under direction of Senior Center Director or designee, drives 16 or 23 passenger vehicle to pick up and deliver seniors to the Senior Center, shopping sites, and to other events or activities as assigned.

**Duties**

Transport seniors to and from the Senior Center following assigned route. Assist seniors entering and leaving vehicle as needed.

Follow OSHA and safety regulations.

Organize work according to established procedure and schedule trips.

Prior to operation, makes routine safety inspections of assigned vehicle to be certain of proper operation.

Services vehicle with fuel, oil and water; check tires. Test any safety equipment in or on vehicle. During operation observe performance of vehicle, and report malfunction to Supervisor. Report work completed to Senior Center Director.

**Other Functions**

Maintains records of mileage and number of passengers transported. Submits statistical information to Senior Center Director, Supervisor or Senior Administrative Secretary.

**Desirable Knowledge, Abilities and Skills**

Ability to understand and carry out simple one or two-step oral or written instructions.

Ability to relate positively to senior citizens.

Ability to establish and maintain effective working relationships with senior citizens, staff and the public.

Ability to occasionally work in poor weather conditions.

**Physical and Mental Effort/Environmental and Working Conditions**

Must be mobile and able to push, pull, lift or carry object of up to 20 pounds, as in lifting bags of groceries. Must be able to perform such manipulative tasks such as writing reports, assisting riders entering and leaving the vehicle, checking safety equipment on the vehicle.

Must be able to see objects far away, hear normal sounds with background noise, and communicate through human speech, as in using a radio on the bus for communications.

Must be able to concentrate on fine detail with some interruption, attend to a task for up to 20 minutes at a time, remember assignments given over long periods of time, and relate to specific ideas one at a time.

May be exposed to blood, bodily tissue or fluids, chemical hazards, such as fuel, oil from the vehicle, high, low or fluctuating temperatures, seasonal outside weather conditions, dust, and bodily injuries.

### **Minimum Training and Experience**

Graduation from high school or equivalent.

Must possess Commercial Driver's License with passenger endorsement with one year experience driving a passenger bus.

### **Various Work Schedule**

Substitute driver, to fill in as needed.

Position may require driving 4 hours one evening for 20 weeks and up to 7 hours per Saturday for 30 weeks.

Position may require additional hours during the year, up to 7.5 hours per day and 37.5 hours per week, as needed to cover for full time driver(s).

**The above description is illustrative. It is intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job.**