



# Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776  
Telephone (860)-355-6089 – Fax (860)-355-6031

## JOB CLASSIFICATION DESCRIPTION

**Job Title:** Per Diem Bus Driver

**Department:** Senior Center/ Commission on Aging  
Non-Union

**Job Summary:** Responsible for the safe and timely operation of the senior citizen bus using varying routes and schedules while transporting passengers. Responsible for ensuring bus safety when on duty and utilizing appropriate staff for safety checks in timely fashion.

**Supervision Received:** Reports to the Director of Senior Center, or the Assistant Director in the absence of the Director.

**Supervision Exercised:** None

### Essential Job Functions:

- Report to work at assigned times and perform designated pre-trip vehicle inspection prior to daily operation.
- Report any mechanical defects to the Director or Assistant Director.
- Assist all patrons using wheelchairs on and off the vehicle and properly secure them.
- Supervise passengers on the bus.
- Maintain safe passenger bus riding behavior.
- Promptly report unsafe, dangerous behavior to supervisor.
- Follow all state motor vehicle laws and regulations and Town policies and procedures.
- Submit written daily and weekly bus and time reports as required.
- Establish daily transportation schedule for passenger pick up and drop off.
- Consult with Senior Center Director and Assistant Director regarding specific daily needs.
- Maintain an appropriate and professional manner when interacting with Town officials, the general public, co-workers and supervisors.
- When requested, assist with other tasks during regularly scheduled shift periods.
- Must attend designated trainings as required by the Director and D.O.T. regulations.
- Performs other duties as assigned.

### Knowledge, Skills and Abilities:

- Be able to read, understand and comply with Town policies and schedules.
- Be able to sit for extended periods of time, up to eight hours per shift.

- Be able to physically maneuver patrons utilizing wheelchairs (up to a maximum of 600 lbs), assisting them on and off the bus and safely securing them.
- Be able to capably learn the street and highway network of the Town of New Milford.
- Demonstrated ability to follow directions.

**Education, Training and Experience:**

- Must have a high school diploma or GED
- Must possess and maintain a commercial driver's license (CDL) and passenger endorsement and abide by all D.O.T. regulations
- Must submit to DMV check.
- Must have five year's driving experience preferably with senior population.
- Veterans preferred.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement)

The Town of New Milford is an Equal Opportunity Employer

Approved by Town Council February, 2002

Updated, June, 2006

Updated, August 2011

Updated, September 2024

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>	<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception				X
Standing			X		Color Distinction				X
Walking			X		Peripheral Vision				X
Sitting				X	Driving				X
Lifting		X			<b>Physical Strength:</b>				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area			X	
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.