



# TOWN OF PUTNAM

Municipal Complex  
200 School Street  
Putnam, Connecticut 06260  
Telephone: (860) 963-6800

## **Job Posting**

### **Senior Transportation Program Bus Driver**

April 2025

The Town of Putnam is accepting applications for a Bus Driver for the Senior Transportation Program. This position is a maximum 1-year pilot program, beginning June 2025 – June 2026 that is funded by the Senior Resources Agency on Aging. This position will continue into previous years depending on funding and program success.

#### **Essential Duties and Responsibilities:**

Drives the Town's passengers' vans over designated routes according to established schedules, picks up and discharges Putnam residents at designated stops; and may assist residents with a disability to board or leave the van. Performs daily inspections of van prior to operation for safety purposes in accordance with transportation codes and reports any mechanical defects. Keeps records that reflect daily tasks, including the number of passengers carried, miles covered, departure and arrival times. May render first aid to passengers, perform other related duties as needed. Any additional training courses including wheelchair training, CPR/AED certification, bloodborne pathogens and defensive driving training will be administered by the Town, as necessary.

#### **Minimum Qualifications:**

- High School Diploma or GED
- Valid, non-restricted, Public Service CT Driver's License (F, A, S or V Endorsement)
- Valid medical certificate
- Candidates must undergo a background check and drug screening

#### **Required Skills and Abilities:**

Knowledge of safe driving practices; safety equipment and procedures relating to bus safety. Ability to follow oral and written instructions, learn and carry out prescribed safety checks, keep simple records; work cooperatively with Putnam residents, Town employees and other community members.

#### **Compensation:**

This part-time, non-union position is set for a typical 17 hours per week, with an hourly rate of \$25.00. Hours include Monday and Wednesday from 9-3 pm, and Fridays 8-1 pm. Additional



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hours may be needed based on weekend Town events. There is no health, dental, pension, or other benefits with this position.

## **Work Environment and Physical Demands:**

The employee's work environment in this position consists mainly of driving the Town's van and being in outdoor environments. Employees drive continuously and may be required to work evenings and/or variable hours. Position is subject to constant interruption and time constraints and are in direct contact with the public, Town employees and medical facilities. Employees may also work without direct supervision. Physical demands include the ability to enter and exit the van to assist residents, to evacuate the van during emergencies, to tie down wheelchairs and to assist residents in wheelchairs, which may require the ability to lift objects between 60-100 lbs. Drivers are also required to sit for extended periods of time, although frequently needing to stand and walk when not driving. Must be able to monitor passengers and operate a vehicle to include specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **EEOC Statement:**

It is the policy of the Town of Putnam to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Putnam will provide reasonable accommodation, that do not present an undue hardship, for qualified individuals with disabilities.

To be considered for the Senior Aging Program Bus Driver, please send cover letter and resume to Mariah Clifford at [mariah.clifford@putnamct.us](mailto:mariah.clifford@putnamct.us). This position will remain open until it is filled.