



## Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071  
[www.portlandct.org](http://www.portlandct.org) ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714  
Equal Opportunity Provider and Employer  
**Office of the First Selectman**

### **VAN DRIVER FOR SENIOR SERVICES**

Town of Portland, CT (EOE)

Deadline: **until filled**

Email General Employment application to: [mceppaglia@portlandct.org](mailto:mceppaglia@portlandct.org)

Or send to: First Selectman's Office, 33 East Main Street/P.O. Box 71, Portland, CT 06480-0071

Classification: Part-time, non-union

Weekly Hours: at-will

Wage Range: \$23.40 per hour

Benefits: State PA 11-52 Sick Leave

Van Drivers for the Senior Center, flexible/on-call basis. Subject to a DOT Physical, DMV driving record background check, pre-employment drug/alcohol testing & criminal history background check. All qualified applicants will be considered for employment without regard to race, color, religion, sex, or national origin.

Qualifications: High School diploma or GED; valid CT Driver's License with Passenger Endorsement, "F" Classification. No restrictions, no motor vehicle violations on DMV record; experience operating handicapped accessible passenger vehicle desired. Must have ability to work with the general public, Town Officials; works under supervision of Senior Services Administrator.

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

- Transports senior citizens, as assigned by the Senior Center, to various locations for entertainment purposes, doctor/health check-up visits, etc.
- Completes necessary paperwork and log entries, as assigned.
- Cleans interior and exterior of vehicle, fuels vehicle at Town site, checks and corrects fluid levels and performs safety inspection of vehicle prior to use.
- Assists in the loading and unloading of passengers.
- Performs work in a safe manner and observes all safety procedures.
- Complies with all Connecticut DMV and local laws.