



**CITY OF WALTHAM
MASSACHUSETTS**

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451
781-314-3355 FAX 781-314-3358
E-MAIL – kmurphy@city.waltham.ma.us

Kristin Murphy
Human Resources Director
Workers' Compensation Agent

**Bus Driver
Council on Aging
City of Waltham**

Purpose: To provide transportation to and from medical appointments and shopping for senior citizens over the age of sixty (and non-elderly handicapped if space is available). Driver is responsible for the timely and safe transportation of senior citizens. May be required to assist residents in and out of bus. Responsible for reporting routine maintenance needs to lead driver, and cleaning and upkeep of community bus. Must obey all traffic laws. Completes various required forms, including incident/accident reports. Bus duties – Driver is responsible for picking up senior citizens (over the age of sixty) passengers on a pre-arranged route for shopping, assisting with bundles and a return trip home. There is a morning and afternoon route. Responsible for scheduling pick up time and confirming with clients. Prepare daily route sheet and maintain all records. Will maintain in proper working order and keep the bus clean at all times, interior and exterior. Report any medical or other problems to the City's Public Vehicles Department. Will also perform courier duties; May perform other duties assigned by the Council on Aging Director. Full job description available through Human Resources.

Qualifications: Valid Class A or B, or C Commercial Driver's License (CDL) with passenger endorsement. Must successfully pass a Criminal Offenders Record Information (CORI), background check, drug & alcohol and lift test screening. Must have the ability to operate the chair lift, perform light lifting and complete a CPR course. Must be familiar with the City of Waltham streets, ability to interact effectively and tactfully with elder, basic computer skills a plus.

Salary: \$24.53 hr Excellent benefits **Hours:** 8:30 a.m.-4:30 p.m.

Deadline to apply: Open until filled

Qualified candidates should submit a City of Waltham application, resume and cover letter to:

**City of Waltham
Human Resources Dept.
119 School St./Waltham, MA. 02451
781-314-3355
mgullotti@city.waltham.ma.us
Req 2022-17**