

**CITY OF SHELTON**  
**VAN DRIVERS FOR BOARD OF EDUCATION STUDENTS**

**Part-Time – 20 hours per week**

**HOURLY RATE: \$20.00 HR Minimum**

**INTRODUCTION:**

The City seeks dedicated and responsible individuals to join our team as Van Bus Drivers. This is an exciting opportunity for those passionate about community service and public transportation. Whether you are an experienced driver or new to the field, we welcome your interest! The City is committed to supporting your career development and will provide comprehensive training for all interested and selected candidates. Join us in positively impacting our community while enjoying a fulfilling and dynamic work environment. Apply today to become an essential part of our transportation team!

**QUALIFICATIONS:**

- Hold a valid CT driver's license
- Must be at least 21 years of age
- A valid CDL or non-CDL with a "V" endorsement is required; a CDL with a "P" endorsement is preferred. If you do not have the necessary endorsement, we will provide training to help you obtain the V endorsement only. Please note that you must meet all DMV requirements. Training for the P endorsement is unavailable, requiring significantly more time and training. Additionally, candidates must meet physical and medical requirements as safety-sensitive employees and will be subject to substance abuse drug screening. Have an acceptable driving record and pass a criminal background check.

**JOB DESCRIPTION:**

- Safely transports passengers
- Assists students in the loading and unloading process
- Prioritize vehicle maintenance by conducting Pre/Post trip inspections

**This position description is not intended to be a comprehensive listing of all duties and responsibilities and does not constitute a contract of employment.**

**The City of Shelton is an equal-opportunity employer. EOE/M/F/D/V.**

- Adhere to all traffic laws and mandatory safety regulations for operating a student vehicle, ensuring speeds are within legal limits and appropriate for the current road conditions.
- Report student incidents, injuries, and accidents and complete all required documentation
- Comply with city, state, DMV guidelines and administrative rules, including alcohol and substance abuse policies
- Provide clients with consistent, safe, efficient, and quality transportation service
- Perform other related duties as assigned

### **SUPERVISION RECEIVED:**

- Reports to the Bus Transportation Operations Director and Manager, Safety Manager, or their designee.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have good communication skills, be self-sufficient, and follow all procedures and laws governing student transportation—the ability to work independently and demonstrate oral communication skills with students, parents, and the public. Maintain patience and emotional skills, prioritizing student safety and avoiding unnecessary risk.

**How to Apply:** Please forward your resume and or application to the Transportation Department, Bus Depot, 40 Riverdale Avenue, Shelton, CT 06484.

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