

HUMAN RESOURCES, LABOR
RELATIONS, AND ADMINISTRATIVE
SERVICES DEPARTMENT
Telephone (203) 563-0118
Fax (203) 563-0299



TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

E-Mail Sarah.Taffel@Wiltonct.org

POSITION POSTING
Parks & Recreation Department
Dial-A-Ride Van Operator (Part Time)

The Town of Wilton seeks a Part-Time Dial-A-Ride Van Operator to drive a multi-passenger van for transporting senior citizens and disabled residents within the vicinity of the Town of Wilton and City of Norwalk. The Dial-A-Ride driver is also responsible for transporting senior citizens and disabled persons from their place of residence to and from local field trips; checking and clearing Dial-A-Ride phone messages; scheduling travel routes; performing routine maintenance checks on vehicles; maintaining daily, weekly, and monthly records of ridership; cleaning, washing, and vacuuming the Dial-A-Ride vans; assisting passengers on and off the van; and performing related duties as assigned or required.

ESSENTIAL FUNCTIONS:

- Transports senior citizens and disabled persons primarily within the vicinity of Wilton and/or out of the Town's limits as well as to Norwalk, using a Town-owned multi-passenger van;
- Checks and clears Dial-A-Ride phone messages and records on daily schedule forms and responds to Dial-Ride phone inquiries;
- Develops travel schedules and routes in a timely and efficient manner and prints copies when needed;
- Performs daily routine maintenance checks for Dial-A-Ride vans;
- Maintains daily, weekly, and monthly logs for service check-ups;
- Maintains records of daily, weekly, and monthly ridership;
- Cleans, washes, and vacuums the Dial-A-Ride vans on a regular basis;
- Monitors wheelchair lift operations;
- Assists passengers on and off the Dial-A-Ride vans, including the van steps;
- Positions wheelchair on to lift and secures and positions wheelchairs into van and secures;
- Operates the multi-passenger Dial-A-Ride vans in accordance with applicable laws and regulations; and
- Performs other related duties as required or assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to operate a multi-passenger van safely and in accordance with applicable law and regulations;
- Physical ability (including bending, stretching, and lifting) to assist passengers with their belongings (both those who are mobile and those who use a wheelchair or other mobility aid vehicles) getting on and off the van;

- Physical ability (including bending, stretching, and lifting) to maneuver within the Dial-A-Ride van to strap down a wheelchair/scooter and to assist the passengers in getting seated and unseated;
- Ability to establish and maintain effective, courteous, and cooperative work relationships with senior citizens and persons with disabilities, diverse groups and individuals, other employees, and other Town departments;
- Ability to exhibit tact and diplomacy when dealing with the public and staff;
- Ability to treat all riders with respect and with attention to safety concerns; and
- Ability to provide accurate responses to public inquiries.

MINIMUM REQUIREMENTS:

- High school diploma or GED;
- Valid driver's license with or ability to obtain F (Service Bus) endorsement; and
- Driving record free of moving violations for the past three years.

COMPENSATION: \$15.00/Hour

Application and job description are available at www.wiltonct.org, or you may call the Human Resources, Labor Relations, and Administrative Services Department at 203/563-0118. Completed applications should be submitted to sarah.taffel@wiltonct.org or mailed, faxed, or delivered to the address above. EOE.

The position will remain open until filled.

6/26/2023:slt