

**CITY OF CRANSTON, RHODE ISLAND
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPENING FOR
TRANSVAN DRIVER- CRANSTON SENIOR ENRICHMENT CENTER**

Application must be received on or before June 28, 2019, at 4:30 pm, in the Office of the Personnel Director, Room 107, Cranston City Hall, 869 Park Ave., Cranston, R.I. 02910. Application and job announcement are available in the Personnel office and on the Personnel webpage at www.cranstonri.com.

Salary: Minimum: \$40,492

Maximum 46,936

GENERAL CHARACTERISTICS:

This is a position within the Department of Senior Services. Reports directly to the Transvan Dispatcher/Coordinator. The successful applicant must have the ability to interact with people, and display a friendly and courteous disposition, and maintain a neat appearance.

ILLUSTRATIVE EXAMPLES OF WORK:

- Provides safe transportation of Cranston Seniors, mentally challenged and handicapped citizens, which may include assisting passengers with wheelchairs;
- Make sure all passengers are properly secured with seatbelts;
- Inspects and cleans vehicle daily;
- Assists passengers from portal to portal when required;
- Performs other related work as required.

In addition to the above, Transvan drivers transporting Cranston Adult Day Service participants will:

- Be provided with specific information regarding the status of each participant by the Day Service staff such as "may not be left alone;"
- Sign-out each participant when leaving the Day Service program to return home;
- Report both verbally and in writing concerns to the Transvan Dispatcher and the Day Service Director or Case Manager; and
- Inform the Day Service Director or designee of any "no shows" or cancellations received on route.

DESIREABLE EXPERIENCE AND TRAINING:

- High School graduate. Safe driving record, knowledge of streets of the City of Cranston and various areas of Providence and Warwick. Some first-aid knowledge preferred. CPR certificate required. Must possess a Commercial Driver's License with passenger endorsement (CDL-Class P) at the time of application.

EXAMINATION:

The examination shall consist of a written examination which shall weigh 100%. The minimum passing grade shall be a median score of 70%. Qualified employees will have the appropriate seniority points added to a passing score. Notice of examination date and time will be sent to applicants by email. There will be no makeup examinations.

PREFERENCE:

Honorably discharged active-duty war veterans who have received a passing grade of 70% shall have five (5) points added to their final grade and disabled active-duty war veterans shall have ten (10) points added to their final grade. In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish a copy of his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veteran's Administration. **The DD 214 and proof of disability classification must be submitted at the time of the written examination.**

Veterans' dates for active duty war veterans are as follows:

- December 7, 1941 - December 31, 1946
- June 27, 1950 - January 31, 1955
- July 1, 1958 - January 1, 1959
- August 5, 1964 - May 7, 1975
- August 20, 1982 - December 31, 1987
- December 20, 1989 - January 31, 1990
- August 2, 1990 - May 1, 1994
- September 18, 2001- A period prescribed by law, an Act of Congress or Presidential Proclamation.
- October 16, 2002- A period prescribed by law, an Act of Congress or Presidential Proclamation.

This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."

The City of Cranston is an Equal Employment Opportunity Employer