

**CITY OF CRANSTON, RHODE ISLAND
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPENING FOR
TRANSVAN DRIVER- PART TIME**

SALARY: \$13.00 per hour (Approximately 19 hours/weekly)

Application must be received 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.

GENERAL CHARACTERISTICS:

This is a part-time 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).

