

**CITY OF CRANSTON
DEPARTMENT OF
PERSONNEL
ANNOUNCES AN OPEN AND COMPETITIVE CIVIL SERVICE
EXAMINATION FOR TRANSVAN DRIVER**

STARTING SALARY: \$ 41,808.98

Applications must be received on or before 4:30 PM, **Friday, July 23, 2021** in the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910. Applications can be downloaded from www.cranstonri.gov Completed applications may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
2. Email: awhite@cranstonri.org.
3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910

*****Zip recruiter candidates must also submit the City of Cranston application to be considered for the position. The time and place of the examination will be announced by email. You must provide an active email address that you regularly monitor for messages.***

SUMMARY:

This is a full-time position within the Department of Senior Services. The successful applicant must have the ability to interact with people, and display a friendly and courteous disposition, and maintain a neat appearance.

DUTIES & RESPONSIBILITIES:

- 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;

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

- Be provided with specific information regarding the status of each participant by the Adult Day Service staff such as “may not be left alone;”
- Sigh-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 Services Director of designee of any “no shows” or cancellations received on route.

EXAMINATION:

Examination shall consist of a written examination test that will count for 100% of your final grade. The minimum passing grade will be 70%. Qualified employees will have appropriate seniority points added to a passing score.

PREFERENCE:

Honorably discharged active duty war veterans who have received a passing grade of 70% on the test 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 **DD214** when filing application. A disabled active duty war veteran must submit proof that he/she has been classified by the Veterans Administration.

Applicant must provide **DD214** with application.

VETERAN DATES for ACTIVE DUTY WAR VETERANS are as follows:

December 7, 1941 to December 31, 1946

June 27, 1950 to January 31, 1955

July 1, 1958 to January 1, 1959

August 5, 1964 to May 7, 1975

August 20, 1982 to December 31, 1987

December 20, 1989 to January 31, 1990

August 2, 1990 to July 13, 1992

September 18, 2001 - A period prescribed by law, an Act of congress of Presidential Proclamation

October 16, 2002 - A period to be prescribed by law, an Act of Congress or Presidential Proclamation

MINIMUM QUALIFICATIONS:

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