



SUBSTITUTE DRIVER BEDFORD LOCAL TRANSIT

The Town of Bedford is searching for permanent substitute drivers for the Bedford Local Transit. Substitutes are needed to cover vacation, sick and personal leave for the permanent full-time driver on an as-needed basis. Duties involve the handling of phone calls in order to coordinate the day's driving schedule, transporting Bedford residents in an 11-passenger van to locations within Bedford and other nearby destinations, fare collection, and the maintenance of all travel logs and records.

Candidate must possess a valid Class D driver's license, First Aid and CPR certification (or ability to obtain such certifications), and driving knowledge of the Town of Bedford. An incident-free driving history is also required. Candidates must also be willing to submit to random drug/alcohol testing in accordance with Department of Transportation regulations and have working knowledge of Microsoft Excel/Office in order to maintain daily records.

The Bedford Local Transit runs Monday through Friday, 8am to 4pm. Substitutes are called on an as-needed basis, sometimes in advance and sometimes the morning of the day a substitute is needed. Therefore, the ability to be flexible is a must. Salary is \$18.18/hour, increasing to \$18.55/hr on July 1, 2014. This position is not eligible for benefits.

Application for employment may be downloaded on the Town's website:
www.bedfordma.gov/employment

Applications may be mailed to:

Sarah Buhler
Human Resources/Management Analyst
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310

**The Town of Bedford is an Affirmative Action/Equal Employment
Opportunity Employer**