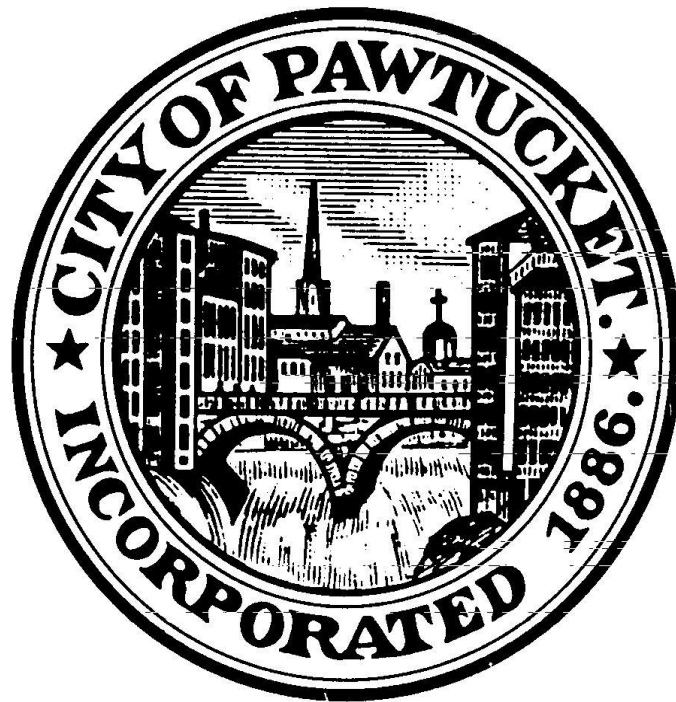


# **CITY OF PAWTUCKET**

## **REQUEST FOR INFORMATION**



**22-013 - CDL DRIVER(S) FOR SENIOR  
CENTER**

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## **1.0 – Project Notice**

The City of Pawtucket, Rhode Island (the “City”) is issuing a Request for Information (RFI) for Senior Center Shuttle Driver(s).

Through the RFI process, the City seeks to engage a source (“Respondent”) with the experience and capability to provide drivers on an as-needed and/or full-time basis to assist with the transportation of residents to and from the Leon Mathieu Senior Center located at 420 Main Street Pawtucket, RI 02860 as well as transportation to locations that meet daily living needs such as local markets, banks and pharmacies.

If your entity cannot provide these services, but employs another entity that does, please enter their contact information in Section 5.0: Notes

Please send any questions, or return this document with the requested information to Peter Wingate, Purchasing Director at:

[pwingate@pawtucketri.com](mailto:pwingate@pawtucketri.com)

## **2.0 – Job Descriptions**

### **2.0.1: TEMPORARY / BACK UP DRIVER**

- Valid RI CDL Drivers’ License with Passenger Endorsement;
- High School Diploma/GED Certificate;
- Copy of driving record from DMV

Candidates must meet minimum qualifications as stated above.

This position is responsible for driving a lift-equipped 14 – 18 passenger mid-sized shuttle bus to transport older adults and handicapped citizens from their residence to the Leon Mathieu Senior Center, to a variety of essential errands (ie: banking, pharmacy, supermarket, hairdresser/ barber,) as well as on a variety of specialty trips to department stores and cultural and life-long learning locations.

Candidate should have background in how to assist and transport frail individuals. Candidate should be able to lift 10 - 12 lb. shopping bags.

This position, which is generally limited to an average of 30 -35 days per year, provides coverage in the absence of the regular full-time driver(s).

## **2.0.2: FULL TIME DRIVER**

### **SUMMARY**

This position is responsible for driving a lift-equipped 14 – 18 passenger mid-sized shuttle bus to transport older adults and handicapped citizens from their residence to the Leon Mathieu Senior Center, to a variety of essential errands (i.e.: banking, pharmacy, supermarket, hairdresser/ barber,) as well as on a variety of specialty trips to department stores and cultural and life-long learning locations.

Candidate should have background in how to assist and transport frail individuals.

Candidate must be able to lift 10 – 12 lb. shopping bags. This position is a full- time position at 35 hours per week.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include proper operation of the Senior Van and to ensure the safety of each passenger while riding on the van. The driver should also inform the Director of when service is due on the vehicle and report any malfunctions to schedule service with the DPW Garage.

### **QUALIFICATIONS**

- High School Diploma/GED Certificate
- Valid RI CDL Driver's License with Passenger Endorsement
- Clean driving record from DMV
- Knowledge of Pawtucket streets preferred
- Experience operating a passenger bus or shuttle vehicle preferred

### **EDUCATION and/or EXPERIENCE**

High School Diploma/GED Certificate

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid RI CDL driver's license with passenger endorsement and clean driving record from DMV.

### **PHYSICAL DEMANDS**

Candidate must be able to lift 10 – 12 lbs.

### **WORK ENVIRONMENT**

The work environment includes working inside and outside of the Senior Center facility. While performing the duties of this job, the employee is exposed to outside weather conditions.

### 3.0 – Respondent Questionnaire

1. Is your firm capable of providing drivers on as as-needed and/or full-time basis, as described in section 2.0?

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2. Please place the estimated hourly cost to the City below if you are able to provide this service. The Respondent will not be contractually committed to this number; it is understood to be an estimate.

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3. If you are unable to provide this service, could you refer the City to another possible source?

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### 4.0 – References

Please list at least four (4) companies with whom you have contracted to provide similar services. Preferably, references should be municipalities which are of approximate size as the City of Pawtucket, and a website address should be included if available.

Reference #1

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Contract Dates: \_\_\_\_\_ To \_\_\_\_\_

Website Address: \_\_\_\_\_

Reference #2

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Contract Dates: \_\_\_\_\_ To \_\_\_\_\_

Website Address: \_\_\_\_\_

Reference # 3

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Contract Dates: \_\_\_\_\_ To \_\_\_\_\_

Website Address: \_\_\_\_\_

Reference # 4

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Contract Dates: \_\_\_\_\_ To \_\_\_\_\_

Website Address: \_\_\_\_\_

**5.0 – Notes**

Please use the space below to provide any more information that may be useful to the City: