

**WESTMINSTER VILLAGE
JOB DESCRIPTION**

TITLE: Bus Driver

EXEMPT STATUS: Non-Exempt

REPORTS TO: Facility Services Director

GENERAL SUMMARY:

The Bus Driver is responsible for the timely and safe transporting of residents to various individual and group activities.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Picks up and delivers residents to all scheduled activities where bus transportation is needed.
2. Completes a safety check of the bus before transporting residents to and from scheduled trips or activities.
3. Accurately records vehicle mileage and resident attendance for all scheduled transportation.

Other Duties:

1. Maintains the cleanliness of the vehicle, inside and out.
2. Transports vehicles to service locations for routine preventive maintenance on vehicles as scheduled by the supervisor.
3. Notifies supervisor of necessary bus repairs and vehicle malfunctions.
4. Notifies supervisor of resident concerns, problems, or incidents immediately.
5. Makes miscellaneous runs for administration errands as necessary.
6. Maintains all tools, equipment and supplies in proper condition.
7. Accomplishes all work in the order of priority set by supervisor.

Other Duties: (continued)

8. Attends in-service training and education sessions as assigned.
9. Performs specific work duties and responsibilities as assigned by supervisor.
10. Performs general maintenance duties, such as fixing wall covers, floor covers, and some furniture and fixtures; light plumbing work; minor electrical repairs and appliance repairs, which will be assigned per the TEL building management system.

QUALIFICATIONS:

1. High school education preferred. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic.
2. Must possess a valid Commercial Drivers license (CDLP) in the State. Must have a good driving record.
3. Must be able to maintain a courteous, friendly and helpful attitude with the residents at all times.
4. Must be able to interpret and follow map directions.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to sit in a vehicle for up to 6 hours per day; must be able to stoop, bend, stretch and squat to load and unload cargo areas. Perform routine preventive maintenance on vehicles according to schedule. Keep vehicles clean. Must be able to lift up to 50 pounds for handling luggage and resident groceries. May be exposed to the elements (rain, snow, cold, heat) for short periods of time. Must have good driving skills in handling vehicles on wet and/or slippery roads.

HOSPITALITY FOCUS:

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask “Is there anything else I can do for you?”
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents’ wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/ WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature _____

Supervisor Signature _____

Date _____