

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 driver's license 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.