|  |
| --- |
| **TOWN OF RAYMOND****JOB DESCRIPTION****BUS DRIVER** |

**Job Title:** Bus Driver **Classification:** Non-Exempt

**Department:** **Parks & Recreation**  **Other:**

**Reports To:** Assistant Parks & Recreation Director **Supervisory:** No **Position Type:** Part-time Per-diem Seasonal

**GENERAL SUMMARY:** This position is responsible for safely transporting passengers to and from recreational activities and events. This part-time, per diem position requires a Commercial Driver's License (CDL) and a commitment to ensuring the safety and comfort of passengers.

**ESSENTIAL JOB FUNCTIONS:**

* Operates a passenger bus in a safe and courteous manner, adhering to all traffic laws and regulations
* Ensures the safety of passengers during boarding, travel, and disembarking and assists passengers, including individuals with special needs or disabilities, in boarding and exiting the bus.
* Ensures that all passengers are secured safety with seatbelts or other appropriate safety measures.
* Performs pre-trip and post-trip vehicle inspections to check for any mechanical issues and report any problems to the supervisor.
* Fuel the bus and conducts regular checks of oil, brakes, and other fluid levels.
* Follows established routes and schedules, and makes adjustments when necessary due to road closures, traffic, or other unforeseen circumstances.
* Maintains knowledge of local roadways and alternate routes.
* Keeps the bus clean and well-maintained.
* Reports any incidents, accidents, or issues to the appropriate authorities, and completes necessary reports and paperwork.
* Ensures compliance with all safety regulations.
* Keeps all required licenses, certifications, and endorsements up to date.
* Must have a friendly personality that encourages effective activity by staff and participants.
* Must get along with others and work in a professional manner
* Maintains regular, predictable, and reliable attendance
* Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
* Places an emphasis on safety, efficiency, quality, and productivity
* Follows all Town and Department policies
* Performs related work as required

**KNOWLEDGE/SKILLS**

* Knowledge of basic first aid practices, procedures, and techniques
* Skill in handling and maneuvering a passenger bus according to company standards
* Knowledge with safety and emergency procedures for passenger transport.
* Strong communication and interpersonal skills
*

**ABILITY TO:**

* Pass a pre-employment background check and drug test.
* Successfully participate in DOT random drug testing for CDL.
* Drive in adverse conditions, such as wind, rain, heavy traffic, etc.
* Promote a positive image of the Town and Department through behavior, language, and appearance.
* Work with a variety of clientele including senior passengers, youth campers, staff, individuals with disabilities, and the general public.
* Establish and maintain effective working relationships with co-workers, staff personnel, program participants, parents, and the general public.
* Interact with passengers in a friendly and courteous manner.
* Be flexible in work schedule and hours for per diem assignments.
* Use independent judgment, problem solve and collaborate in order to accomplish tasks.
* Provide a high level of customer service to both internal and external customers.
* Establish and maintain effective working relationships with co-workers and the public.
* Attend any required or recommended courses or training.

**MINIMUM REQUIREMENTS**

**Experience and Education/Training:**

* High school diploma, or equivalent
* Experience in driving a bus

**Certificates and Licenses**

* Valid CDL Class B license with passenger endorsement.
* Clean driving record with no major traffic violations.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

**Work Environment**: Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity,

rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric

currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting

fluids, violence and/or disease, or pathogenic substances

**Physical Requirements:** While performing the duties of this position, the employee is regularly required to talk and hear clearly and exchange information with other employees, patrons, and the general public. The employee is frequently required to lift, walk, sit, and stand for prolonged periods of time; carry,

push, and/or pull; frequent stooping, kneeling, crouching, reaching overhead, climbing ladders

and/or crawling. The employee must be capable of lifting and carrying up to 25 pounds. Specific

vision abilities required by the job include close vision, distance vision, color vision, and the

abilities to adjust focus.

***The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.***

**External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

**Employee Signature: Date:**