

## **BUS DRIVER/FULL TIME/PART TIME**

### **DEFINITION STATEMENT**

Under general supervision, of the Transportation Coordinator, operates a transit system bus over fixed or variable routes; keeps records of own activities; checks and provides minor maintenance of transit equipment.

### **DUTIES-EXAMPLES OF WORK**

Drives a bus over designated or variable routes and at requested locations in accordance with time schedules, and safety standards with a variable time schedule; picks up and discharges passengers; transports students, mobility aid devices, and elderly passengers; checks with dispatcher for service requests; checks tire, battery, fuel, oil, and other components and takes proper action; cleans inside and outside bus; observes bus for malfunctions and service needs, and reports same to supervisor; answers inquiries and directs passengers regarding routes, schedules and community facilities and services; maintains order among passengers; observes fares paid; keeps record of passengers, mileage, fuel and oil, reports of driving and road hazards and incidents; reports accidents; keeps bus facility clean; performs other related duties.

### **QUALIFICATION**

Knowledge of safe driving practices and provisions of applicable laws governing the operation of transit buses and the transportation of passengers; ability to quickly learn the geography of the community; ability to operate a bus exercising good judgment, and extreme caution and to maintain schedule and order among passengers on a bus, to learn a designated bus route, bus stops, and follow oral and written directions; ability to establish and maintain effective relations with the public. Attend MODOT training sessions.

### **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to graduation from high school and three years of driving experience with a clear safety record

### **SPECIAL REQUIREMENTS**

Possession of a valid Drivers License with Passenger endorsement to operate vehicles 15 passenger or less. Must be able use a computer tablet in their vehicle for routing, undergo random drug and alcohol testing, and be able to lift 30 lbs. and physical demands of sitting, walking, bending, reaching, climbing, kneeling, pushing, pulling, lifting and carrying.

Part Time

Salary Range: \$18.53 to \$20.76

Grade E

3/30/2026