

**ARCHULETA COUNTY, COLORADO**

**JOB DESCRIPTION**

**CLASS TITLE: Part-Time Bus Driver**

**DEPARTMENT: Transportation**

**FLSA STATUS: Non-Exempt**

**JOB SUMMARY:**

Employees in this position may be assigned to Bus Driver and/or Dispatcher duties.

**SUPERVISION RECEIVED**

Receives direct supervision from the Program Coordinator.

**SUPERVISION EXERCISED**

None

**ESSENTIAL FUNCTIONS:**

*The duties described herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Bus Driver Duties

Provides friendly and knowledgeable customer service

Drives assigned vehicle(s) in a safe and effective manner on designated routes according to established time schedules and/or daily scheduled tasks.

Operates vehicles in compliance with local and state traffic laws and County and Federal Transit Authority (FTA) policies, procedures, and regulations.

Assists disabled passengers as require by the Americans with Disabilities Act (ADA) including safe operation of wheelchair lifts and restraints.

Provides customer assistance in providing transportation and responding to inquiries.

Transports passengers to their scheduled destinations.

Collects fares or donations and tallies passenger counts.

Provides medical shuttle service as scheduled and assists passengers requiring special assistance including operating wheelchair lifts and restraints.

Transports meals to the detention facility, preschool, and homebound seniors programs and/or homes.

Performs pre-trip and post-trip safety and maintenance inspections on vehicle. Identifies defects and notes inconsistencies with the vehicle’s proper performance.

Reports all maintenance or repair needs to the Director.

Prepares daily log/activity reports and related documentation as required.

Cleans assigned vans and buses inside and outside including but not limited to sweeping, mopping, wiping down seats, cleaning windows, washing the vehicle's exterior, and performing minor maintenance.

Performs routine maintenance of bus stops as needed such as shoveling snow, emptying trash, sweeping walkways, and removing debris.

On occasion drivers may be called upon to provide transportation services in cases of extreme emergency. This may include evacuation of persons or transporting personnel to or from affected sites.

**OTHER DUTIES**

Responds to medical situations and practices first aid or CPR as needed.

Identifies needs of passengers and makes recommendations to improve efficiency of operations relative to assigned area of responsibility.

In the event of a communitywide emergency or natural disaster may be called upon to drive a bus or other vehicle for the purpose of supporting emergency or natural disaster relief efforts.

Performs other duties as assigned and required.

**MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying.*

**Education, Experience and Licenses**

**Education:** Equivalent to the completion of the twelfth grade. Must complete and pass all pre-employment and on-going orientations, driving, and safety training as required.

**Experience:** One year of experience in a directly related field or in the performance of similar duties and responsibilities.

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**Licenses and Certifications**:Possession of and ability to maintain a Colorado Driver’s License, Possession of, or ability to obtain advanced First Aid and CPR certifications. Possession of, or ability to obtain a Passenger Service and Safety Certification (P.A.S.S.) by date of hire.

**KNOWLEDGE, SKILLS AND ABILITIES:**

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**Knowledge of:**

# Local, state, and federal laws and regulations pertaining to driving and transporting passengers.

# Principles, practices, and objectives as related to vehicle safety and maintenance inspections and preventive maintenance requirements.

# Safe operation of vans, buses, and/or automobiles.

**Ability to:**

# Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

Communicate clearly and concisely, both verbally and in writing.

Provide professional customer service to clients and public.

Exercise independent judgment and make decisions related to the safety of clients, public, equipment, and self.

Complete and pass drug and alcohol testing including pre-employment, random testing throughout the term of employment, and post-accident testing as required by FTA or County policy.

Pass a criminal and motor vehicle background check.

Perform duties independently without close supervision.

Positively promote any and all department programs to the local community in the course of performing routine duties of the job.

Maintain sensitive and confidential information related to clients homes, medical status, etc.

Accomplish the assigned workload in a timely manner and meet established safety performance standards and objectives.

**TOOLS AND EQUIPMENT USED:**

**PHYSICAL DEMANDS:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Ability to read and understand written documents, maps, and/or related materials as required for the performance of the job.

Requires frequent use of fingers and hands and manual dexterity to operate vehicles, wheelchair lifts and restraints, and two-way radios.

Auditory requirements sufficient to hear signals and two-way radios. Correctable near/far vision to distinguish traffic and road signs and signals. Requires ability to receive/exchange written and/or verbal instructions.

Requires frequent light lifting/carrying (under 15 pounds) and occasional moderate lifting/carrying (15 to 49 pounds) of supplies and equipment.

Requires ability to sit for significant periods of time while driving. Requires frequent walking and standing, pushing/pulling, reaching, bending/stooping, twisting, kneeling, and squatting.

Requires ability to maneuver wheelchairs and meal transport carts.

May be required to work shifts, weekends, and/or holidays.

Is occasionally required to work outside normal work hours in the performance of duties.

**WORK ENVIRONMENT:**

*The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job.*

Work is conducted indoors, in a vehicle, and outdoors. Requires ability to continuously operate a vehicle in all types of weather conditions. Incumbent experiences frequent exposure to all types of weather conditions, fumes, dust, solvents, grease and oils.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

*In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

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Employee Signature Date