

City of Dillon
Position Description
Position: City Bus Driver (Part-Time)

General Purpose

This employee performs the duties related to driving the Senior Citizen Bus.

Supervision

This employee works under the general supervision of the Director of Operations.

Supervision Exercised

None

Essential Duties and Responsibilities

- a) Provides passenger bus transportation on a daily basis to all individuals including those of senior age and with disabilities, delivering them to their destinations and returning to pick them up when requested.
- b) Assists individuals with packages up to but not inside their house or apartment and helping the individuals getting on and off the bus when requested.
- c) Maintains an accurate accounting of all passengers riding the bus.
- d) Takes scheduling calls within the set times and schedules the passengers for the bus.
- e) Responsible to make certain that the bus is properly fueled and maintained; reporting all mechanical troubles to the Administration immediately.
- f) Cleans and sanitizes the interior of the bus on at least a daily basis.
- g) Any other duties as assigned.

Required Education and/or Experience

This employee is required to have the following minimum qualifications:

- a) Graduate of an accredited high school or GED equivalent.
- b) Valid Montana driver's license.
- c) Thorough knowledge of traffic laws and defensive driving; some knowledge of senior citizen and disabled services and needs.
- d) Ability to drive a passenger bus, to establish and maintain effective relationships with senior adults, and the ability to communicate effectively orally.
- e) Skill in operating a transportation bus, telephone, mobile radio, and cellular telephone.
- f) Able to pass a random drug test and a pre-employment drug test.
- g) Able to pass a criminal and sexual or violent offenders check.
- h) Preference will be given to applicants that have been honorably discharged from a military branch of the United States Government. A DD214 could be required for the preference.

Desired Education and/or Experience

CPR certification desired with additional AED training.

Physical Demands

The physical demands described here 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.

While performing the duties of this job, the employee is required to walk, sit, talk, drive and hear. The employee is required to use hands to finger, handle, feel or operate tools, objects or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Emergency and other duties

If, in the operation of the City, an emergency situation exists all employees and officers will be required to work at resolving the emergency. In addition there might be projects from time to time that will require all of the employees' cooperation and assistance to accomplish the project.

Conclusion

The duties listed above are intended only as illustrations of the various types of work they may perform. 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.

The job description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Formal application, rating of education and experience, oral interview and reference check, and job related tests may be required.