

BUS DRIVER

GENERAL DEFINITION OF WORK

This position provides safe and dependable transportation by driving buses, collecting fares, interpreting and distributing schedules; performs utility work and other job related activities. This is a safety-sensitive position which requires a pre-employment drug and alcohol screen. ACT performs random drug and alcohol testing.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Drive buses, collect fares. Interpret and distribute schedules.

Conduct pre-trip and post-trip vehicle inspections.

Assist mobility-impaired passengers by using lift to transfer to and from vehicle, secure wheelchairs, assist with seat belts upon request, and assisting vision-impaired passengers to and from vehicle.

Fuel vehicle daily.

Fill out required forms, time cards, accident reports, etc.

Follow all ACT policies and procedures.

Drive in a safe, courteous, and professional manner.

Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires the ability to be sensitive to the needs of all passengers. Also the ability to maintain a professional, patient, and courteous attitude while performing position responsibilities. Knowledge of traffic regulations.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent. CPR, First Aid, and PAT.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, radio and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Position also **requires driving in adverse weather conditions**. Ability to assist passengers on and off bus.

SPECIAL REQUIREMENTS

Possession of a valid CDL Driver's License with Passenger and Air Brake Endorsements.

Non-Exempt

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.