



Bus Driver Job Description

Position:	Bus Driver
FLSA:	Non-exempt; Full-Time; Hourly
Department:	Transportation (TASC) Department
Reports To:	TASC Director, Mayor
Compensation:	Entry Level Pay is \$21.17 per hour – can increase depending on qualifications and experience

Position Summary:

- Responsibilities include safe and efficient operation of a 16-passenger bus for the transportation of passengers to their destinations in a safe and timely manner.

Essential Duties and Responsibilities:

- Safely operate a transit bus according to predetermined schedules and routes.
- Provide excellent customer service by assisting passengers with boarding and seating including assisting with elderly and disabled passengers and the loading/unloading of medical devices (wheelchairs, walkers, etc.).
- Ensure the safety and comfort of passengers by strictly adhering to traffic regulations and transit policies.
- Maintain a clean and orderly bus, including regular inspection and cleaning of seats, windows, and floors.
- Perform routine vehicle inspections and maintenance, such as checking fuel levels, tire pressure, and fluid levels, and reporting any mechanical issues to the appropriate personnel.
- Communicate effectively with passengers, answering questions, providing directions, and addressing concerns or issues.
- Handle passenger emergencies and incidents professionally and promptly, following proper procedures and protocols.
- Maintain a professional appearance and behavior while on duty, consistently displaying a positive and friendly attitude towards passengers.
- Stay updated on local traffic regulations, road conditions, and route changes to ensure efficient and timely transportation services.
- Perform other related duties and provide back up as assigned.

Qualification Guidelines:

- The knowledge and abilities which are required to perform the duties and responsibilities of this position are:
 - Excellent driving skills and a clean driving record.
 - Strong communication and interpersonal skills to interact professionally and courteously with passengers.

- Ability to remain calm and composed in stressful situations and handle passenger conflicts or emergencies.
- Attention to detail and good organizational skills to maintain accurate records and adhere to schedules.
- Knowledge of local traffic regulations and ability to navigate efficiently through designated routes.
- Physical fitness and stamina to sit for long periods, operate bus controls, and assist passengers with boarding and possibly medical equipment.
- Comply with all safety rules and regulations
- Ability to read and write at the level required for successful job performance and ability to understand and carry out oral and written directions independently

Physical Tasks and Working Conditions:

- The Americans with Disability Act prohibits discrimination against a qualified individual with a disability. To be qualified for a Driver position, an individual must meet the following standards and be able to perform the essential functions and activities of the position.
 - **Sitting for Extended Periods:** Transit bus drivers spend much of their shift seated while driving. They should be able to sit for extended periods without discomfort or impairment.
 - **Operating Vehicle Controls:** Drivers must be able to reach and operate vehicle controls, including pedals, steering wheel, and various switches and levers, without difficulty.
 - **Assisting Passengers:** Ability to assist passengers with boarding and disembarking, which may involve bending, stooping, and occasionally lifting or pushing mobility devices.
 - **Physical Stamina:** Drivers should have sufficient physical stamina to handle the demands of driving, including long shifts and potential exposure to stressful situations.
 - **Visual and Auditory Abilities:** Good vision (including peripheral vision) and hearing are essential for observing traffic signals, signs, and communicating with passengers and other road users.
 - **Fine Motor Skills:** Precise control of the vehicle requires good coordination and fine motor skills, particularly in manipulating vehicle controls and assisting passengers.
 - **Safety Awareness:** Being alert and attentive to surroundings, with the ability to quickly respond to potential hazards or emergencies on the road.
- The environmental conditions an individual in this position may be exposed to include: driving and loading/unloading in all weather conditions; fumes; distracting noises; chemicals (routine maintenance fluids such as washer fluid, etc.); sicknesses of passengers.
- The essential sensory and communicative activities include: feelings, seeing, speaking, hearing, and smelling. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Special Requirements:

- High School diploma or GED.
- Valid and Indiana Commercial Driver's License (CDL) with a passenger endorsement.
- CPR and basic first aid certifications – will be provided upon hire.

Benefits:

- Candidate will be eligible to receive all current city employee benefits as discussed in the interview.

General Information:

- The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned by the Transportation Director.
- The City of Bedford has a Substance Abuse Testing Policy. This policy applies to all employees of the City of Bedford. Pre-employment testing and random testing during employment in accordance with this policy will apply. A drug test will be required after a conditional offer to hire.