

CITY OF THE COLONY Status: Non-Exempt Prepared By: David Swain, Recreation Manager	Bus Driver	Parks & Recreation Department Revised: 03/2014
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JOB SUMMARY
<p>Under the supervision of the Recreation Coordinator and Community Center Coordinator, this position operates a 28-passenger bus to provide transportation to passengers of various ages for a wide range of activities. The position will also assist with chaperone duties for the various groups that are transported. The position will be responsible for maintaining accurate maintenance and usage reports for the vehicle. The position will assist passengers on and off the bus to ensure the safety of each passenger. The position must at all times maintain a courteous demeanor when dealing with passengers and must strive to offer the highest level of customer service.</p>

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| ESSENTIAL DUTIES AND RESPONSIBILITIES |
| <ol style="list-style-type: none"> 1. Transport passengers, including senior citizens, children, etc., to and from their homes and various facilities to local or distant points as needed and scheduled 2. Coordinate a pick-up and transport schedule to ensure timely arrival at scheduled activities. 3. Maintain safety standards for all passengers on the bus and in the operation of the bus. 4. Comply with all local, state and federal traffic regulations. 5. Observe and maintain proper fuel level of the bus. 6. Familiarity with vehicle mechanics and the proper preventative maintenance steps to maintain vehicle. 7. Perform routine custodial and maintenance work on the bus as necessary. 8. Keep necessary mileage records and maintenance reports required for the bus. 9. Report any necessary repairs, schedule repairs and maintenance services, and deliver bus to and from services. 10. Ability to cover various shifts, including some evenings and weekends. 11. Must have a courteous and pleasing demeanor with all passengers, and must strive to offer the highest level of customer service possible. 12. Assist with chaperone duties for groups that have been transported to various activities. 13. Perform other related duties as directed and/or required. 14. Ability to sit for extended periods of time, and handle stressful situations such as driving in heavy traffic or inclement weather. 15. Ability to walk or stand for extended periods of time in extreme temperatures while chaperoning groups at activities. 16. Assist passengers, ambulatory and wheelchair users, boarding and exiting the bus. 17. Ability to lift, pull, push, drag or hold up to 60lbs. and assist passengers with parcels as necessary. |

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use effective verbal and written communication skills with staff and the public, as well as show effective leadership.
2. Ability to use good judgment in handling complaints, altercations and emergency situations.
3. Knowledge of The Colony street system as well as the highway system in the D/FW metro area and surrounding areas.

EDUCATION, EXPERIENCE AND CERTIFICATION

1. High School diploma or GED.
2. Must be at least 21 years of age.
3. Three to six months experience in transporting senior citizens and/or youth aged passengers preferred.
4. Must pass a criminal background check.
5. Valid Texas Class B commercial drivers license with passenger endorsement.
6. CPR/1st Aid certification or ability to obtain within 30 days of employment.

CERTIFICATION

Employee Signature:

Date Signed:

Immediate Supervisor
and/or Department Head:

Date Signed: