



Oceana County
Council on Aging
Where YOU Belong

POSITION TITLE: Bus Driver

This is a non-exempt position for the purpose of Fair Labor Standards Act. Equal Opportunity Employer.

POSITION REPORTS TO: Transportation Director

GENERAL PURPOSE OF POSITION: Operate all transit vehicles in a safe and reliable manner for the Oceana Council on Aging.

MAJOR JOB SEGMENTS:

1. Perform pre-trip and post-trip inspections, record passengers as they enter/exit the bus, complete daily paperwork as needed, complete accident and incident reports as necessary.
2. Operate transit vehicles in accordance with published schedules.
3. Operate wheelchair lifts and assist in properly securing wheelchair passengers and wheelchairs.
4. Assist elderly and disabled passengers getting into and out of the bus and with securing seatbelts if necessary.
5. Report route problems or accidents to the Transportation Director.
6. Collect the proper bus fare and turn in daily to the Finance office.
7. Maintain the order and behavior of transit passengers in a courteous and professional manner and forward customer inquiries, complaints, and suggestions to the supervisor.
8. Maintain professional attitude and always conduct and maintain a professional appearance.
9. Participate in training and safety programs.
10. Perform other duties assigned.

JOB QUALIFICATIONS:

1. High school graduate or GED.
2. Valid Michigan Chauffeurs License, with FFMCSA Medical examiner's certificate which includes drug testing. Previous Passenger Safety and Sensitivity training is preferred.
3. Maintain an excellent driving record.
4. Possess knowledge of driving and safety rules and regulations.
5. Familiarity with Oceana County roads.

6. Possess skills and ability to operate a transit vehicle in a safe manner.
7. Ability to communicate courteously, effectively and tactfully while properly interacting with the general public and other employees.
8. Ability to prepare reports concerning ridership, bus conditions and accidents/incidents.
9. Ability to follow verbal and/or written instructions.
10. Applicable computer skills for the position
11. Must pass a criminal background check and have a clean driving record.

PHYSICAL REQUIREMENTS:

1. Drivers must be in good physical condition as to allow for light physical work activities involving bending, stooping, and prolonged sitting with considerable pushing and pulling of arms and leg controls.
2. Drivers must be physically able to move and assist wheelchair patrons on and off vehicles and properly secure wheelchair users.
3. In case of an accident or emergency, drivers may be required to remove passengers from the bus – particularly if the passenger is elderly and/or disabled.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I understand this description identifies the essential functions of the position and that reasonable accommodations may be made in accordance with applicable law. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signature: _____ Date: _____