JOB DESCRIPTION

JOB TITLE: BUS DRIVER -PART TIME **ORIGINAL DATE:** MARCH 2006
REPORTS TO: TRANSPORTATION MANAGER / DISPATCHER **REVISION DATE**: February, 2015
DEPARTMENT: DEPARTMENT ON AGING **DEPARTMENT NO.** 10-61
DIVISION: L-CAT (Lyon County Area Transit)

JOB SUMMARY: This is a part-time non-exempt position responsible for the operation of public transit vehicles. Work hours are flexible and range from 15 – 40 hours per week. Occasional Saturday work may be required.

PRIMARY DUTIES INCLUDE:

A) Operate vehicles for the public transit deviated fixed route system
B) Operate vehicles demand response service (boarding to destination)
C) Collect / sell passenger ridership fares
D) Document required procedures and vehicles operating reports
E) Attend / Complete required transportation training and educational seminars as needed
F) Perform other duties as assigned

QUALIFICATIONS: Requires a driving record approved by the agency insuring the public transit vehicles. Must be able to pass a pre-employment KDOT -CDL physical examination. Within a reasonable time after hire, employee must acquire a Commercial Kansas Drivers License with Passenger Endorsement.

EXPERIENCE: Prior experience driving buses a plus but will train.
EDUCATION: High school diploma, G.E.D., or equivalent required
KNOWLEDGE: Must have the ability to receive, interpret and follow verbal and written instructions. Required to write and speak English fluently with ability to speak a foreign language helpful.
SKILLS:

A) **Problem Solving:** Moderate problem solving exists in this position
B)) **Decision–Making:** Moderate decision making exists in this position
C) **Interpersonal:** Ability to work with diverse age groups. Frequent contact with the general public, elderly and disabled.

PHYSICAL REQUIREMENTS: Requires sufficient visual acuity to be able to read, write and operate public vehicles. Requires sufficient hearing level to operate vehicles, and communicate by two-radio. Occasional requirement to lift items weighing up to 40 lbs to a height of 60 inches. Ability to assist wheel chair bound passengers with loading, unloading and securing wheel chair during transport.

WORKING CONDITIONS: The job involves sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing. Must be able to travel, enter and exit a vehicle without assistance and withstand exposure to various weather conditions.

DISCLAIMER: The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Lyon County abides by the At-Will Doctrine. Nothing contained in this creates an expressed or implied contract of employment.

EQUAL OPPORTUNITY EMPLOYER

I have read the above job description and certify I am able to carry out all aspects of the job description with or without reasonable accommodations.

Name: _____ Signature _____