

## **TRANSPORTATION BUS DRIVER**

<b>DEPARTMENT</b>	Red River Transportation
<b>GRADE</b>	2
<b>CLASSIFICATION</b>	Non-Exempt
<b>REPORTS TO</b>	Executive Director/Program Director/Route Supervisor

*Employee must understand that he/she is an ambassador for the Agency and represents Agency values and principals. Attitude and personal appearance are important ingredients to public relations and representation of Community Action Development Corporation (CADC). Dress and personal appearance requirements may be made by Program Directors and the Executive Director that project appropriate image or impact health and safety issues.*

**CADC IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER.**

### **Job Summary**

Operates bus or van for Agency. May drive fixed routes, demand/response service, contract services, or other trips as assigned.

### **Duties and Responsibilities**

1. Operates vehicle in a safe manner at all times, observing all state and city regulations, as well as Agency policies and procedures.
2. Performs physical inspection of vehicle before the start of each route and notifies route supervisor or transportation director about any problems.
3. Assists passengers in entering and exiting the bus as needed, particularly young children, senior citizens and persons with disabilities.
4. Maintains accurate daily logs.
5. When necessary, should contact rider to arrange time of pickup.
6. Calculates fares correctly and makes bank deposits as requested by supervisor.
7. Must attend driver safety training programs as required.
8. Must understand and follow accident and first aid procedures, as well as Agency policies for drivers.
9. Must be willing to submit to pre-employment, post-accident and random drug testing as outlined in Agency Substance Abuse Policy.

### **Qualifications**

Safe driving record imperative. Must be high school graduate or equivalent. Must hold valid Commercial Drivers' License for vehicles with seating capacity of 16 or more. Must hold valid First Aid/CPR certification. Must be able to work with the public.

### **Physical Demands**

Employee must be able to see and hear and must be able to spend long hours sitting and driving the bus. Must also be physically capable of operating wheelchair lifts and physically supporting riders as necessary.

**I have read and understand this job description. I am fully qualified for this position and will perform the duties as described. I understand that this job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and trainings as dictated by their supervisor(s). I understand that management reserves the right to revise the job description as necessary and appropriate to meet program requirements and regulations.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Revised 05/2021