

**Job Posting: October 2, 2017**

**Bus Driver (*two positions available*)**  
**Fannie Adams Transportation/Pearl Wright Senior Center**

**Job Summary**

Operates motor coaches, subject to departmental rules, regulations, schedules and local and state traffic regulations, assisting passengers in boarding or exiting, as necessary. This is a part-time position and the rate of pay is \$11 per hour. The Bus Driver will report to the Senior Center Coordinator.

**General Accountabilities**

- Maintains professional image and performs duties in a courteous, friendly manner along with good customer service.
- Drives multi-passenger vehicles to transport passengers.
- Complies with traffic regulations to operate vehicles in a safe and courteous manner.
- Maintains order among passengers during trips to ensure safety.
- Responsible for inspecting and testing the condition of a vehicle's equipment, including tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order, before each run. Remove ice/snow from platforms.
- Reports any bus malfunctions, needed repairs or concerns to management personnel.
- Responsible for safe boarding and exiting of all passengers, including elderly and handicapped.
- Collects fares or tickets for each scheduled trip.
- Picks up and drops off passengers at designated locations, following strict time schedules.
- Driver must make sure he/she receives a daily copy of schedule, route and directional information of customers.
- Maintains knowledge of first-aid procedures.
- Prepares and submits reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, or fares received.
- Reads maps and follows written and verbal geographic directions.
- Regulates heating, lighting, and ventilation systems for passenger comfort.
- Keeps bus interiors clean for passengers.
- Submits written reports of delays, accidents, or other traffic and transportation situations.

*\*The company reserves the right to add or change duties at any time.*

**Job Qualifications**

- Education: High school diploma or equivalent
- Experience: Appropriate certifications, i.e. CDL; at least one year of passenger bus driving experience; clean driving record

**Skills**

- Excellent verbal and written communication
- Monitoring
- Judgment and decision making
- Customer service orientation and social perceptiveness
- Time management



**Charter Township of Royal Oak**

21131 Gardenlane, 2nd Floor | Ferndale, MI 48220 | 248.547.9800