Bus Driver

Job Description

Reports to: Executive Director

JOB SUMMARY: The Bus Driver is responsible for the safety of the residents during any bus transport. The Bus Driver will also be responsible for the appearance, preventative and regularly scheduled maintenance and safe operation of the bus.

PRIMARY RESPONSIBILITIES:

Transportation

1. Provide safe transportation service to the residents of the community on a scheduled basis and for special trips sponsored through the activity department.
2. Assists residents with boarding and exiting bus.
3. Assists in developing routes and schedules based on resident need and request.
4. Conduct van safety check prior to daily outings. Ensure wheelchairs, oxygen tanks and miscellaneous resident equipment and bags are secured prior to transport.
5. Report any incidents or accidents to the Executive Director immediately. Collect all required accident information and take pictures of vehicles with disposable camera.
6. Attend all staff meetings and in-services as required by supervisor.
7. Abide by all traffic laws and company policies.
8. Carry out other duties as assigned by supervisor.

Maintenance

1. Keep appropriate records, i.e. mileage log, repair logs, trips and expenses, etc.
2. Keep van clean inside and out. Insures routine maintenance and needed repairs are performed in a timely manner.
3. Keep van stocked with necessary emergency supplies, i.e. first aid kit, water, flares, disposable camera, etc.

QUALIFICATIONS/SPECIFICATIONS:

1. Genuine concern for and ability to work with the elderly.
2. Maintain a clean driving record and a current driver's license. Provide a five year abstract with no driving infractions.
3. Able to pass CPR/first aid course.
4. Ability to stay within a planned time schedule.
5. Maintain a positive work status with employees, residents, and community members.
6. Ability to interact with residents while maintaining positive relations.
7. Must be able to utilize standard precaution knowledge and infection control measures where required.
8. Possess sufficient communication and language (orally and written) skills to perform job duties and communicate with residents, other staff, family members, etc., as needed.
9. Ability to make sound decisions when faced with ambiguous situations and to function effectively despite conflicting information.
10. Ability to work with superiors and within the parameters of corporate policies and procedures.
EDUCATION:
High school graduate or GED.

EXPERIENCE:
Prefer one year of commercial or public transportation experience. Commercial Driver’s License a plus (may be required in some settings).

PHYSICAL JOB REQUIREMENTS:
In a typical eight hour day, employee will:

- Stand/walk occasionally, punctuated by opportunities to set.
- Sit frequently, up to 3-4 hours at a time, punctuated by varying intervals to stand.
- Lift, Carry, Push/pull:
  - Constantly: ≤10#, ≤30#, ≥75-100#, ≥150#
  - Frequent: ≤30#, ≥75-100#, ≥150#
  - Occasional: ≤30#, ≥75-100#, ≥150# (resident wheelchair)
  - Rarely
- Frequently kneel, bend, and reach while lifting, pushing, or pulling items <30#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Vision—must be able to read clearly with or without corrective lenses.
- Hearing—must be able to hear audible alarms, bells, and signals related to transportation, with or without hearing devices.
- Speech/language—must have strong command of the English language sufficient to read, write, and communicate with all staff and residents.
- Bloodborne exposure category: Low

Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know prior to accepting the position and as soon as possible should a change occur.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

________________________________________________ _____________________
Applicant’s/Employee’s Signature Date

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