

POSITION: Bus Driver
CODE: 2016
FLSA: Non-Exempt



DEPARTMENT: Community Services
GRADE: 110N
DATE: 12/2014; rev 7/2019

POSITION SUMMARY:

Position is responsible for safely transporting passengers within local and neighboring communities to and from their destinations on assigned routes. Position reports to the Transit Operations Supervisor for supervision. Work of this class involves no supervisory duties or responsibilities.

ESSENTIAL DUTIES:

1. Transports seniors, general public, medical patients, and disabled individuals on assigned routes.
 2. Transports food trays and other supplies.
 3. Ensures passenger safety, including those in wheel chairs, getting on and off vehicle and while in transit.
 4. Inspects, cleans, and performs routine pre-trip and post-trip vehicle inspections.
 5. Reports vehicle maintenance and/or repair needs.
 6. Collects and tabulates fares.
 7. Reviews trip sheet and maintains driver log.
 8. Performs other duties as instructed and assigned.
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KNOWLEDGE, SKILLS and ABILITIES:

1. Ability to maintain a good driving record within the County's Motor Vehicle Operator policy.
 2. Knowledge of County and neighboring community geography.
 3. Knowledge of Federal Motor Carrier Safety Regulation and Maryland Commercial Motor Vehicle regulations.
 4. Knowledge of vehicle maintenance procedures and ability to perform pre- and post-trip inspections.
 5. Ability to drive safely, utilizing knowledge of safe and defensive driving skills.
 6. Ability to communicate effectively, both orally and in writing.
 7. Ability to maintain accurate records.
 8. Ability to operate wheelchair lift.
 9. Ability to determine most efficient travel route.
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EDUCATION and EXPERIENCE:

Education: Completion of 8th grade and ability to read, write and follow instructions; high school diploma or GED preferred.

Experience: Successful completion of Bus Driver (Trainee) and six (6) months as County Bus Driver or one (1) year professional bus driver experience.

CERTIFICATIONS, LICENSES AND REGISTRATIONS:

1. Maryland Class B Commercial Driver's License (CDL) with Passenger endorsement and no Airbrake restriction.
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PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

PHYSICAL and ENVIRONMENTAL CONDITIONS:

1. Work requires light physical effort, such as handling of light to moderately heavy materials; walking, sitting or standing in a fixed position for extended periods of time.
 2. Work involves risks and/or discomforts which require special safety precautions. May be required to work in adverse weather conditions.
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CONDITIONS OF EMPLOYMENT:

1. Prior to appointment, employees are subject to pre-employment medical exam and drug testing, extensive background investigation, including but not limited to reference checking, and driving history, and an evaluation of training or experience.
 2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.
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OTHER INFORMATION:

1. This is a part time, non-exempt position.
 2. Work is performed on various shifts ranging from 3:30 am to 11:00 pm Monday through Saturday; however may occasionally be required to work a rotating on-call schedule to respond to the emergent needs of the transit system.
 3. Position is part time benefit eligible.
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Cecil County Government is an Equal Opportunity Employer and does not discriminate because of race, color, age, sex, religion, national origin, political affiliation, or handicap. EOE/AA/ADA.

The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.