



United Methodist Community House

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| Job Title: | Bus Driver | Position Type: | Non-exempt |
| Department/Group: | Building/Facilities/Seniors /Youth/CDC | Education Required: | High School Diploma/equivalent or greater |
| Location: | 904 Sheldon Ave. SE, Grand Rapids, MI 49507 | Travel Required: | 80% Drive-time |
| Level/Salary Range: | \$13.85 – \$18.00 per hour | Skills Required: | Microsoft Office, Email, Internet |
| Draft/Revision Date: | March, 30 th 2022 | Skills Preferred: | Customer Service/Chauffer and/or CDL |

General Summary

Primary responsibilities involve communication with bus drivers during their am/pm and midday routes, providing mentoring as necessary, and to collaborate and interact with others in a positive, effective manner. Lead Drivers serve as a substitute driver or monitor as needed, and dispatch fleet operations. Lead Drivers develop and onboard instruction in all phases of transportation operations.

Essential Functions include (but are not limited to):

- Provide oversight and mentoring to new and existing drivers by performing all the duties of a regular and special driver and monitor.
- Train and onboard all incoming drivers.
- Demonstrate safe and effective bus transportation procedures, to ensure compliance with state laws and local ordinances.
- Establish favorable working relationships with other drivers, maintenance personnel, teachers, passengers, and program staff; Represent as a role model that will foster healthy and professional attitudes.
- Find, organize, and conduct training classes in all areas of training designed to provide fully qualified drivers and other functions involved in assisted transportation.
- Provide backup assistance in the absence of another driver.
- Work and communicate closely with dispatcher to ensure clients are arriving timely or properly notified of delays or cancellations.
- Attend all in-service training classes and professional development as required by KCSM, OAA, or the Director of Adult Programs.
- Ensure all vehicles are clean and running properly.
- Maintain pre and post-trip logs and any other documentation required to be submitted.
- Practices safe work habits and uses personal protective equipment when required.
- Constantly demonstrate a caring, positive, friendly attitude and cooperative spirit toward students, parents, and staff.
- Perform other duties as assigned.

Qualifications: (Preferred prior exposure to fund-raising processes and database management)

- Must be 18 years of age or older.
- Must hold a high school diploma/equivalent or greater.
- Commercial Driver’s License (CDL) preferably with (“P”) endorsement
- Must consent to or provide the following:
 - Documentation of physical exam (DOT)
 - Fingerprint/Criminal Background Check Clearance
 - Department of Human Resource Child Abuse and Neglect Clearance
 - Sex Offender Registry Clearance
- CPR/First Aid Certified preferred
- Must be proficient in the use of Microsoft Office computer applications.
- Must exhibit effective interpersonal, oral and written communication skills; conflict resolutions skills are a must.



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- Must be able to relate to diverse individuals from various ages, genders and socio-economic backgrounds.
- Must exhibit a commitment to treating all people with dignity and respect.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, including: varying degrees of lifting, pulling, bending and carrying of heavy objects. Examples of these physical tasks are:
 - Serving plates of food one-at-a-time to clients at counter or tables
 - Opening and closing a bus hood and lifting the hood up to perform pre-trip requirements of the engine
 - Opening and closing of bus entrance and emergency doors
 - Bending, pushing and pulling to load and unload a wheelchair, with or without a passenger, onto a lift platform, by exerting a maximum of 40 lb. of push/pull pressure
 - Bending, supporting and otherwise physically helping passengers into and out of the bus
 - Bending and stretching for the cleaning and securement of equipment in the interior of the school bus

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| Director Signature: : | | Date: | |
| Employee Signature: | | Date: | |

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified, and may change at the discretion of the incumbent's manager/supervisor.