



SHUTTLE BUS DRIVER/ CUSTODIAN

*(Council on Aging
Safety Sensitive Employees)*

GENERAL RESPONSIBILITIES: Provides transportation services via the Council on Aging senior bus as assigned and/or scheduled. Performs building maintenance duties as assigned by the Director.

SUPERVISION RECEIVED: Works directly under and reports to the Director of the Council on Aging

SUPERVISION EXERCISED: Oversees the volunteer bus escorts.

DESCRIPTION OF DUTIES:

1. Adheres to driving/bus policy as determined by the Council on Aging
2. Keeps daily records of mileage, gasoline, oil usage and passenger log
3. Keeps routine check on the vehicle including tires, oil, directional signals; and removes debris daily and sweeps the bus once per week
4. Reports deficiencies/problems with the vehicle to the Director as soon as possible. Log this problem onto the driver sheet as well
5. Assists passengers in getting on and off the bus by opening the doors and offering physical assistance where appropriate
6. Assists with carrying bundles as needed and ensures that the passenger has entered the house before proceeding to the next stop
7. Delivers meals on a substitution basis as needed
8. Utilizes / operates a mobile communication system
9. Locks and secures the vehicle at the end of each day
10. Attends pertinent training when necessary
11. Assist staff with transportation dispatch and scheduling for the bus
12. Perform data entry for transportation statistics if needed.
13. Performs other related duties as assigned.
14. Performs routine maintenance and cleaning as assigned by the Director.

QUALIFICATIONS:

1. Commercial Drivers License (CDL) *preferred*

2. Good driver record (any combination of training and experience in motor vehicle operation).
3. Courteous and sensitive to the needs of elders
4. Knowledge of streets/ roads/community facilities
5. Ability to understand and follow oral instructions
6. Ability to establish and maintain effective working relationships with co-workers and supervisor.
7. Ability to perform physical duties related to cleaning, maintenance, and set up for Senior Center programs and activities.

Revised 11-17-16