



Job Description

Job Title:	Bus Driver	Job Grade:	12
FLSA Status:	Non-Exempt	Reports To:	Asst. Transportation Director
Approved By:		Date:	07/29/2019

Job Purpose: The FCCA Bus Driver is responsible for operating up to a 20-passenger wheelchair lift equipped bus or small ramp mini-van to transport passengers on either a fixed route schedule on a designated route or on an on call and demand origin to destination schedule.

Essential Functions include the following. Other duties may be assigned.

1. Completes pre-trip inspection on designated vehicle(s) before leaving the parking garage and completes a post-trip inspection on designated vehicle at the end of the day for that vehicle.
2. Turns in inspection sheets on a weekly or daily basis and states if repairs are needed soon. Lists needed repairs or recent damage to vehicle on sheet and mechanics board.
3. Cleans bay area and garage. Must lift up to 25# occasionally.
4. Calls the office if immediate repairs to bus are needed so back up bus can be prepped to ensure timely departure.
5. Checks and initials fire extinguisher monthly.
6. Does not leave bus stops ahead of posted times and announces all stops.
7. Presents a neat appearance while driving the bus.
8. Maintains a minimum of half a tank of gas at all times; obtains fuel in the early morning unless shift requires fueling at the end of the shift.
9. Checks all passenger IDs with passes as they board to insure they are the person the pass(s) was issued to.
10. Maintains a clean/fueled vehicle for the next driver; sweeps the inside of vehicle at least once per shift, dumps trash at least at the end of each shift, and washes the windows daily. Cleans and sanitizes interior periodically throughout the day and washes exterior of the vehicle as needed. Removes personal items/trash/cups/etc.
11. Pulls fare box to turn in and counts fares prior to turning the fares over to the dispatcher to re-count. Fills in the route sheet including mileage, fares, driver's name and hours and vehicle number.
12. Does a radio check at the beginning of each work shift.
13. Does not leave vehicle unsupervised, unattended or unlocked for any reason.
14. Stops at all railroad crossings unless in #14 van. No rolling stops at stop signs.
15. Follows all accident and emergency procedures as outlined in the Finney County Driver's Handbook.
16. Checks radio or TV during inclement weather for closing information.
17. Notifies the office immediately of a traffic violation.
18. Performs related work to the development of Finney County Transit as requested.
19. Treats passengers fairly, with respect and compassion and is courteous at all times.
20. Attend training sessions and staff meetings related to the job.

Additional Responsibilities:

1. Performs additional duties as assigned.

Qualifications and Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A Kansas Commercial Driver's License (CDL) Class A, B or C with "Passenger Assistance Techniques" endorsement is required. A good driving record is expected and a Motor Vehicle Report (MVR) will be required.
2. High school diploma or GED.
3. Must be able to read, write and follow a written schedule in English.
4. Must complete Defensive Driving and CPR Certification and First Aid provided by Finney County.
5. Time management skills are required in order to keep on schedule.
6. Knowledge of Garden City streets and Finney County roads and the ability to read a map.
7. The ability to communicate on a 2-way radio in English is required.
8. Drivers must pass ongoing DOT physical exam, drug urine and breathe alcohol test as mandated by KDOT.



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9. Excellent customer service skills with the ability to interact in a positive and professional manner to develop and maintain strong working relationships with customers, co-workers, and management.
10. Handles issues in the best interest of both customer and company.
11. Exercise good judgment in decision making and prioritizing.
12. Strong attention to detail, organizational skills, and ability to prioritize.
13. Ability to use basic office equipment such as telephone system and computer tablet. Occasional use of business email is required.
14. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit or stand; use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Ability to assist passengers on and off the bus, in and out of their homes at times, and be able to help them with their packages up to 20 pounds as needed. Must be able to push a wheelchair with a person weighing up to 300 pounds will be required frequently. Must be able to climb in and out of the bus repeatedly throughout the day.
15. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually well lit, heated and/or air-conditioned vehicle setting with adequate ventilation. The noise level in the work environment is usually moderate to loud. Daily bus driving may involve exposure to extreme weather conditions. This position requires some out of town travel.
16. Must wear uniform shirts and closed toed shoes while operating any Transit vehicle.

This job description was reviewed with me and I understand that nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work.

Employee Signature: _____

Date: _____

Revision Records			
Revision Number	Author	Date	Description
0	TAG	06/01/2019	Created