

MILFORD SENIOR CENTER, INC.

POSITION DESCRIPTION AND PERFORMANCE CRITERIA

JOB TITLE: PART-TIME BUS DRIVER

REPORTS TO: TRANSPORTATION COORDINATOR

GENERAL SUMMARY:

The bus driver is responsible for the transportation of senior citizens and persons with disabilities on a 16-passenger vehicle. The bus driver reports directly to the Transportation Coordinator.

EDUCATION AND EXPERIENCE:

High School Graduate or equivalent. Demonstrated HS level reading, writing, and verbal communication skills. Valid Delaware commercial Driver's License Class C with Passenger Endorsement. Interest in and ability to work with senior citizens and people with disabilities. Ability to carry or move up to 30 lbs. Ability to freely navigate stairs and manually operate mechanical equipment. Ability to remain calm and think clearly in emergency situations. Must be able to work as part of a team. Screening for drug use, background check, and driver record required. Physical required.

BASIC EXPECTATIONS:

1. Uphold the mission and philosophy of MSC.
2. Represent MSC in a courteous and professional manner, in work, action and attitude, especially when dealing with passengers, members, employees, clients and the general public.
3. Report to work as scheduled and record your time as directed.
4. Be informed of and follow policies and procedures established by MSC.
5. Operate vehicle in a safe and sound manner, adhering to all local, state and federal rules and regulations.
6. Adhere to all Federal Transit Administration policies and procedures regarding safe operations of a vehicle.

DUTIES:

1. Perform regular inspections of vehicles and record appropriately.
2. Maintain daily statistic logs and records on passenger use and vehicle conditions.
3. Clean the exterior of the vehicle and keep interior neat and organized.
4. Review pick-up log, and other trip related information daily.
5. Ensure that all passengers have seat belts secured before moving vehicle and provide assistance as needed.
6. Assist passengers with entry to and exit from vehicle as needed and door-to-door service as necessary, including use of the lift.

7. In a calm manner, respond to and assist passengers in any emergency or crisis.
8. Communicate any change in scheduling to Center staff immediately.
9. Report any accident or vehicle malfunction to MSC Transportation Coordinator immediately.
10. Follow emergency procedures as issued by MSC.
11. Utilize MapQuest efficiently to review and print directions and driving routes.
12. Utilize a GPS Navigation system to enter destination addresses, follow voice command driving directions, and accurately read on-screen maps.
13. Must be flexible with scheduling to be available for day trips, evenings and weekends as they come up and are scheduled.