

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: BUS DRIVER

General Description of Duties:

Responsible for performing a variety of tasks related to the transportation of consumers. Non-exempt position.

Qualifications Preferred:

Knowledge, Skills, Abilities: Behavior management; Communication; Developmental disabilities; Interpersonal; Meet driving insurance requirements; Read and write legibly; Work with limited supervision
Certification/License: Annual TB Skin Test; Class C Commercial Driver’s License (CDL) with a passenger and school bus endorsement; Defensive Driving Course; Department of Transportation (DOT) physical; CPR/First Aid

Education: High school graduate or equivalent

Experience: One year in related field.

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

- Be knowledgeable of transportation services offered.
- Provide transportation for assigned consumers in a timely manner as per schedule.
- Encourage consumer safety by assisting consumers during loading and unloading; managing behaviors in a professional manner; and demonstrating the necessary skills and techniques to intervene effectively if needed.
- Complete vehicle records, driver’s logs, mileage sheets, and vehicle checklist daily and turn in paperwork to Transportation office at designated times.
- Clean assigned vehicle as directed.
- Report needed maintenance on vehicles in a timely manner.
- Supervise Bus Aide if applicable.
- Comply with federal regulations pertaining to CDL’s.
- Participate in training, in-services, conferences, and seminars as required.
- Follow directions of supervisor, performing other duties as assigned.

Physical Requirements:

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| Communication - English speaking | Sitting for 1-3 hours consecutively |
| Driving vehicles | Hearing for driving |
| Lifting up to 60 lbs. | Stooping, kneeling, bending, twisting, crouching |
| Pushing/pulling up to 60 lbs. | Use of hand, wrist, fingers |
| Reaching overhead and in front of body | Vision for driving and reading |
| Standing for 1-2 hours consecutively | |

Responsible to: Transportation Services Manager

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.

Staff Signature

Supervisor Signature

Date

Date